

Biweekly 2022 Payroll Calendar

Direct Hire Form (Hire/Rehire)

Begin Date	End Date	Approval Levels 1 and 2 are Complete ¹	Approval Levels 3 and 4 are Complete ^{1,2}	Supplemental Pay Transactions Due to Level 4 (including ad hoc approvals) ³	Supplemental Pay Transactions Due to GTHR Level 5 (including ad hoc approvals) ³	MGR Absence/Time Approval by 10am	Payroll Processing	Pay Date	Pay Run ID
12/26/21	01/08/22	12/10/21	12/17/21	12/24/21	01/04/22	01/10/22	01/10/22	01/14/22	21B1
01/09/22	01/22/22	12/20/21	01/05/22	01/07/22	01/14/22	01/24/22	01/24/22	01/28/22	21B2
01/23/22	02/05/22	01/07/22	01/14/22	01/24/22	01/31/22	02/07/22	02/07/22	02/11/22	22B1
02/06/22	02/19/22	01/21/22	01/28/22	02/07/22	02/14/22	02/21/22	02/21/22	02/25/22	22B2
02/20/22	03/05/22	02/04/22	02/11/22	02/21/22	02/28/22	03/07/22	03/07/22	03/11/22	23B1
03/06/22	03/19/22	02/18/22	02/25/22	03/07/22	03/14/22	03/21/22	03/21/22	03/25/22	23B2
03/20/22	04/02/22	03/04/22	03/11/22	03/21/22	03/28/22	04/04/22	04/04/22	04/08/22	24B1
04/03/22	04/16/22	03/18/22	03/25/22	04/04/22	04/11/22	04/18/22	04/18/22	04/22/22	24B2
04/17/22	04/30/22	04/01/22	04/08/22	04/18/22	04/25/22	05/02/22	05/02/22	05/06/22	25B1
05/01/22	05/14/22	04/15/22	04/22/22	05/02/22	05/09/22	05/16/22	05/16/22	05/20/22	25B2
05/15/22	05/28/22	04/29/22	05/06/22	05/13/22	05/20/22	05/27/22	05/27/22	06/03/22	26B1
05/29/22	06/11/22	05/13/22	05/20/22	05/27/22	06/06/22	06/13/22	06/13/22	06/17/22	26B2
06/12/22	06/25/22	05/27/22	06/03/22	06/13/22	06/20/22	06/27/22	06/27/22	07/01/22	27B1
06/26/22	07/09/22	06/10/22	06/17/22	06/24/22	07/01/22	07/11/22	07/11/22	07/15/22	27B2
07/10/22	07/23/22	06/24/22	07/01/22	07/11/22	07/18/22	07/25/22	07/25/22	07/29/22	27B3
07/24/22	08/06/22	07/08/22	07/15/22	07/25/22	08/01/22	08/08/22	08/08/22	08/12/22	28B1
08/07/22	08/20/22	07/22/22	07/29/22	08/08/22	08/15/22	08/22/22	08/22/22	08/26/22	28B2
08/21/22	09/03/22	08/05/22	08/12/22	08/19/22	08/26/22	09/02/22	09/02/22	09/09/22	29B1
09/04/22	09/17/22	08/19/22	08/26/22	09/02/22	09/12/22	09/19/22	09/19/22	09/23/22	29B2
09/18/22	10/01/22	09/02/22	09/09/22	09/19/22	09/26/22	10/03/22	10/03/22	10/07/22	20B1
10/02/22	10/15/22	09/16/22	09/23/22	10/03/22	10/10/22	10/17/22	10/17/22	10/21/22	20B2
10/16/22	10/29/22	09/30/22	10/07/22	10/17/22	10/24/22	10/31/22	10/31/22	11/04/22	2NB1
10/30/22	11/12/22	10/14/22	10/21/22	10/31/22	11/07/22	11/14/22	11/14/22	11/18/22	2NB2
11/13/22	11/26/22	10/28/22	11/04/22	11/14/22	11/21/22	11/28/22	11/28/22	12/02/22	2DB1
11/27/22	12/10/22	11/11/22	11/18/22	11/28/22	12/05/22	12/12/22	12/12/22	12/16/22	2DB2
12/11/22	12/24/22	11/23/22	12/02/22	12/08/22	12/15/22	12/22/22	12/22/22	12/30/22	2DB3

¹These dates assume that submissions are free from error and follow GT and USG policies. This also assumes that positions have been approved and attributes are accurate.
² Employee hired/rehired needs to complete Section I of onboarding within 5 business days from this date.
³ Biweekly paid employees submit timesheets for actual worked performed, so lump sum supplemental pay for work is not permitted. Usually, only awards are permitted as supplemental pay for biweekly.

Early Payroll Submission Due to Holiday