



Monthly 2022 Payroll Calendar

Begin Date	End Date	Direct Hire Form (Hire/Rehire)/Terminations		Supplemental Pay Transactions Due to Level 4 (including ad hoc approvals) <sup>1</sup>	Supplemental Pay Transactions Due to GTHR Level 5 (including ad hoc approvals) <sup>1</sup>	Payroll Processing	Pay Date	Work Days	Pay Run ID
		Approval Levels 1 and 2 are Complete <sup>1</sup>	Approval Levels 3 and 4 are Complete <sup>1,2</sup>						
01/01/22	01/31/22	12/17/21	01/04/22	01/06/22	01/11/22	01/19/22	01/31/22	21	21M1
02/01/22	02/28/22	01/19/22	02/02/22	02/04/22	02/09/22	02/16/22	02/28/22	20	22M1
03/01/22	03/31/22	02/23/22	03/10/22	03/11/22	03/17/22	03/24/22	03/31/22	23	23M1
04/01/22	04/30/22	03/25/22	04/08/22	04/08/22	04/15/22	04/22/22	04/29/22	21	24M1
05/01/22	05/31/22	04/25/22	05/09/22	05/11/22	05/16/22	05/23/22	05/31/22	22	25M1
06/01/22	06/30/22	05/25/22	06/08/22	06/10/22	06/15/22	06/22/22	06/30/22	22	26M1
07/01/22	07/31/22	06/22/22	07/06/22	07/08/22	07/13/22	07/20/22	07/29/22	21	27M1
08/01/22	08/31/22	07/26/22	08/10/22	08/12/22	08/17/22	08/24/22	08/31/22	23	28M1
09/01/22	09/30/22	08/25/22	09/09/22	09/09/22	09/16/22	09/23/22	09/30/22	22	29M1
10/01/22	10/31/22	09/23/22	10/10/22	10/12/22	10/17/22	10/24/22	10/31/22	21	20M1
11/01/22	11/30/22	10/21/22	11/07/22	11/09/22	11/14/22	11/21/22	11/30/22	22	2NM1
12/01/22	12/31/22	11/21/22	12/05/22	12/07/22	12/12/22	12/19/22	12/30/22	22	2DM1

Summer Pay Processing Schedule

Begin Date	End Date	5pm Data Entry Deadline Pay Date	
05/01/22	05/31/22	05/20/22	05/31/22
06/01/22	06/30/22	06/21/22	06/30/22
07/01/22	07/31/22	07/19/22	07/29/22
08/01/22	08/31/22	08/23/22	08/31/22

<sup>1</sup> These 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.

<sup>2</sup> Employee hired/rehired needs to complete Section I of onboarding within 5 business days from this date.