

Monthly 2022 Payroll Calendar

		Direct Hire Form (Hire/Rehire)/Terminations									
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)	Supplemental Pay Transactions Due to GTHR Level 5 (including ad hoc approvals)	Payroll Processing	Pay Date	Work Days	Pay Run ID		
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							05/22/22	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

¹ 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.
² Employee hired/rehired needs to complete Section I of onboarding within 5 business days from this date.