

## 2021 - 2022 PAYROLL PERIOD AND TIME ENTRY DEADLINE DATES

<b>SEPTEMBER 2021</b>	<b>OCTOBER 2021</b>	<b>NOVEMBER 2021</b>	<b>DECEMBER 2021</b>
Pay Period: 08/16/21 - 09/15/21	Pay Period: 09/16/21 - 10/15/21	Pay Period: 10/16/21 - 11/15/21	Pay Period: 11/16/21 - 12/15/21
Last Workday in Period: Wed 09/15/21	Last Workday in Period: Fri 10/15/21	Last Workday in Period: Mon 11/15/21	Last Workday in Period: Wed 12/15/21
<b>Time Entry Deadline:</b> <b>Thu 09/16/2021 4PM</b>	<b>Time Entry Deadline:</b> <b>Mon 10/18/2021 4PM</b>	<b>Time Entry Deadline:</b> <b>Tue 11/16/2021 4PM</b>	<b>Time Entry Deadline:</b> <b>Thu 12/16/2021 4PM</b>
<b>ER Reporting Deadline: 09/10/21 4PM</b>	<b>ER Reporting Deadline: 10/12/21 4PM</b>	<b>ER Reporting Deadline: 11/12/21 4PM</b>	<b>ER Reporting Deadline: 12/10/21 4PM</b>
<b>Pay Day: Thur 09/30/2021</b>	<b>Pay Day: Fri 10/29/2021</b>	<b>Pay Day: Tue 11/30/2021</b>	<b>Pay Day: Thur 12/30/2021</b>
<b>JANUARY 2022</b>	<b>FEBRUARY 2022</b>	<b>MARCH 2022</b>	<b>APRIL 2022</b>
Pay Period: 12/16/21 - 01/15/22	Pay Period: 01/16/22 - 02/15/22	Pay Period: 02/16/22 - 03/15/22	Pay Period: 03/16/22 - 04/15/22
Last Workday in Period: Fri 01/14/22	Last Workday in Period: Tue 02/15/22	Last Workday in Period: Tue 03/15/22	Last Workday in Period: Fri 04/15/22
<b>Time Entry Deadline:</b> <b>Tue 01/18/2022 4PM</b>	<b>Time Entry Deadline:</b> <b>Wed 02/16/2022 4PM</b>	<b>Time Entry Deadline:</b> <b>Wed 03/16/2022 4PM</b>	<b>Time Entry Deadline:</b> <b>Mon 04/18/2022 4PM</b>
<b>ER Reporting Deadline: 01/12/22 4PM</b>	<b>ER Reporting Deadline: 02/11/22 4PM</b>	<b>ER Reporting Deadline: 03/11/22 4PM</b>	<b>ER Reporting Deadline: 04/12/22 4PM</b>
<b>Pay Day: Mon 01/31/2022</b>	<b>Pay Day: Mon 02/28/2022</b>	<b>Pay Day: Thu 03/31/2022</b>	<b>Pay Day: Friday 04/29/2022</b>
<b>MAY 2022</b>	<b>JUNE 2022</b>	<b>JULY 2022</b>	<b>AUGUST 2022</b>
Pay Period: 04/16/22 - 05/15/22	Pay Period: 05/16/22 - 6/15/22	Pay Period: 06/16/22 - 07/15/22	Pay Period: 07/16/22 - 08/15/22
Last Workday in Period: Fri 05/13/22	Last Workday in Period: Wed 06/15/22	Last Workday in Period: Fri 07/15/22	Last Workday in Period: Mon 08/15/22
<b>Time Entry Deadline:</b> <b>Mon 05/16/2022 4PM</b>	<b>Time Entry Deadline:</b> <b>Thu 06/16/2022 4PM</b>	<b>Time Entry Deadline:</b> <b>Mon 07/18/2022 4PM</b>	<b>Time Entry Deadline:</b> <b>Tue 08/16/2022 4PM</b>
<b>ER Reporting Deadline: 05/12/22 4PM</b>	<b>ER Reporting Deadline: 06/10/22 4PM</b>	<b>ER Reporting Deadline: 07/12/22 4PM</b>	<b>ER Reporting Deadline: 08/12/22 4PM</b>
<b>Pay Day: Tue 5/31/2022</b>	<b>Pay Day: Thu 06/30/2022</b>	<b>Pay Day: Fri 07/29/2022</b>	<b>Pay Day: Wed 08/31/2022</b>

**VERY IMPORTANT:** A copy of your Monthly Time Summary Report is due into the Payroll office ([payroll@pps.net](mailto:payroll@pps.net)) by 1pm the day following the Time Entry Deadline. The report must be approved and signed by the Principal.