



## 2022 Paycheck Schedule and Timesheet/Overtime/DSC Cut Off Dates

Check Date	Pay Period/ Entry Dates for DSC	Payroll Cut off Date- Timesheets/ DSC	Approval DSC Cut off	Comments
01/14/2022	12/19 - 01/01	<b>01/03</b>	<b>01/04</b>	*1st pay of New Calendar Year / No employee share of pension until \$6000.00 gross
01/28/2022	01/02 - 01/15	01/17	01/18	
02/11/2022	01/16 - 01/29	02/01	02/02	
02/25/2022	01/30 - 02/12	02/14	02/15	
03/11/2022	02/13 - 02/26	02/28	03/01	
03/25/2022	02/27 - 03/12	03/14	03/15	
04/08/2022	03/13 - 03/26	03/28	03/29	
04/22/2022	03/27 - 04/09	04/08	04/11	
05/06/2022	04/10 - 04/23	04/25	04/26	
05/20/2022	04/24 - 05/07	05/09	05/10	
06/03/2022	05/08 - 05/21	05/23	05/24	
06/17/2022	05/22 - 06/04	06/06	06/07	
07/01/2022	06/05 - 06/18	06/20	06/21	*Last pay for 22 pay
07/15/2022	06/19 - 07/02	07/01	07/05	*summer pay-26
07/29/2022	07/03 - 07/16	07/18	07/19	* summer pay -26 pay/3rs pay no benefit deduction
08/12/2022	07/17 - 07/30	08/01	08/02	*summer pay-26
08/26/2022	07/31 - 08/13	08/15	08/16	* summer pay -26 pay
09/09/2022	08/14 - 08/27	08/29	08/30	First pay of new school year for 26 and 22 pays
09/23/2022	08/28 - 09/10	09/12	09/13	
10/07/2022	09/11 - 09/24	09/26	09/27	
10/21/2022	09/25 - 10/08	10/10	10/11	
11/04/2022	10/09 - 10/22	10/24	10/25	
11/18/2022	10/23 - 11/05	11/07	11/08	
12/02/2022	11/06 - 11/19	11/21	11/22	
12/16/2022	11/20 - 12/03	12/05	12/06	*
12/30/2022	12/04 - 12/17	12/16	12/19	Last pay of calendar year-YTD for W-2s
01/13/2023	12/20 - 12/31	01/02	01/03	*1st pay of New Calendar Year / No employee share of pension until \$6000.00 gross/no benefits

**\*Cut off dates for holidays/shortened pay may be subject to change**

**Please note: Overtime, Timesheets and/or Time entered and/or approved in DSC after the payroll cut off date will be paid in the next available pay cycle.**

The Colonial School District shall not discriminate in its employment practices or its educational programs and activities of students on the basis of race, creed, color, religion, national origin, age, sex, sexual orientation, domicile, marital status, disability, genetic information, veteran status, or any legally protected characteristic.