

## LMU Payroll Calendar

This Schedule is subject to change without notice as deemed necessary by the Payroll Office

DEC 2021 - JAN 2023

Payroll Group	Pay Period Begins	Pay Period End	Human Resources (HR) Payroll Changes & Pay Request Cutoff Date & Time		Timesheet Due Date	WD Time Tracking Cutoff time Supervisor approved <u>before 9:30 a.m.</u>	Pay Date	Holidays/Special Instructions (for Payroll)
BW - Staff	11/14/2021	11/27/2021	Monday, November 29, 2021	12:00 noon	Monday, November 29, 2021		12/3/2021	Thanksgiving (11/26-11/27)
BW - Staff	11/28/2021	12/11/2021	Monday, December 13, 2021	12:00 noon	Monday, December 13, 2021		12/17/2021	
BW - Staff	12/12/2021	12/25/2021	Wednesday, December 15, 2021	12:00 noon	Wednesday, December 15, 2021	<i>hours and absences must be in Time Tracking by 9:00 a.m.; managers must approve before noon</i>	12/21/2021	LMU Christmas Break start (12/22-12/25)
BW - Staff	12/26/2021	1/8/2022	Monday, January 10, 2022	12:00 noon	Monday, January 10, 2022		1/14/2022	Christmas/New Year's (12/26-12/31)
BW - Staff	1/9/2022	1/22/2022	Monday, January 24, 2022	12:00 noon	Monday, January 24, 2022		1/28/2022	Dr. Martin Luther King 1/17
BW - Staff	1/23/2022	2/5/2022	Monday, February 7, 2022	12:00 noon	Monday, February 7, 2022		2/11/2022	
BW - Staff	2/6/2022	2/19/2022	Monday, February 21, 2022	12:00 noon	Monday, February 21, 2022		2/25/2022	
BW - Staff	2/20/2022	3/5/2022	Monday, March 7, 2022	12:00 noon	Monday, March 7, 2022		3/11/2022	
BW - Staff	3/6/2022	3/19/2022	Monday, March 21, 2022	12:00 noon	Monday, March 21, 2022		3/25/2022	
BW - Staff	3/20/2022	4/2/2022	Monday, April 4, 2022	12:00 noon	Monday, April 4, 2022		4/8/2022	Cesar Chavez 3/31
BW - Staff	4/3/2022	4/16/2022	Monday, April 18, 2022	12:00 noon	Monday, April 18, 2022		4/22/2022	Good Friday 4/15
BW - Staff	4/17/2022	4/30/2022	Monday, May 2, 2022	12:00 noon	Monday, May 2, 2022		5/6/2022	
BW - Staff	5/1/2022	5/14/2022	Monday, May 16, 2022	12:00 noon	Monday, May 16, 2022		5/20/2022	
BW - Staff	5/15/2022	5/28/2022	Friday, May 27, 2022	12:00 noon	Friday, May 27, 2022		6/3/2022	Memorial Day 5/30
BW - Staff	5/29/2022	6/11/2022	Friday, June 10, 2022	12:00 noon	Friday, June 10, 2022		6/16/2022	LMU observing Juneteenth on 6/17
BW - Staff	6/12/2022	6/25/2022	Monday, June 27, 2022	12:00 noon	Monday, June 27, 2022		7/1/2022	
BW - Staff	6/26/2022	7/9/2022	Monday, July 11, 2022	12:00 noon	Monday, July 11, 2022		7/15/2022	

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BW - Staff	7/10/2022	7/23/2022	Monday, July 25, 2022	12:00 noon	Monday, July 25, 2022		7/29/2022	<b>3rd pay-date in the month</b>
BW - Staff	7/24/2022	8/6/2022	Monday, August 8, 2022	12:00 noon	Monday, August 8, 2022		8/12/2022	
BW - Staff	8/7/2022	8/20/2022	Monday, August 22, 2022	12:00 noon	Monday, August 22, 2022		8/26/2022	
BW - Staff	8/21/2022	9/3/2022	<b>Friday, September 2, 2022</b>	<b>12:00 noon</b>	<b>Friday, September 2, 2022</b>		9/9/2022	<b>Labor Day 9/5</b>
BW - Staff	9/4/2022	9/17/2022	Monday, September 19, 2022	12:00 noon	Monday, September 19, 2022		9/23/2022	
BW - Staff	9/18/2022	10/1/2022	Monday, October 3, 2022	12:00 noon	Monday, October 3, 2022		10/7/2022	
BW - Staff	10/2/2022	10/15/2022	Monday, October 17, 2022	12:00 noon	Monday, October 17, 2022		10/21/2022	
BW - Staff	10/16/2022	10/29/2022	Monday, October 31, 2022	12:00 noon	Monday, October 31, 2022		11/4/2022	
BW - Staff	10/30/2022	11/12/2022	Monday, November 14, 2022	12:00 noon	Monday, November 14, 2022		11/18/2022	
BW - Staff	11/13/2022	11/26/2022	Monday, November 28, 2022	12:00 noon	Monday, November 28, 2022		12/2/2022	<b>Thanksgiving (11/24-11/25)</b>
BW - Staff	11/27/2022	12/10/2022	Monday, December 12, 2022	12:00 noon	Monday, December 12, 2022		12/16/2022	
BW - Staff	12/11/2022	12/24/2022	<b>Thursday, December 15, 2022</b>	<b>12:00 noon</b>	<b>Thursday, December 15, 2022</b>	<b>hours and absences must be in Time Tracking by 9:00 a.m.; managers must approve before noon</b>	12/21/2022	<b>Christmas Break (12/22-12/24) BW 3rd paydate in the month</b>
BW - Staff	12/25/2022	1/7/2023	Monday, January 9, 2023	12:00 noon	Monday, January 9, 2023		1/13/2023	<b>Christmas/New Year's (12/25-1/2)</b>
BW - Staff	1/8/2023	1/21/2023	Monday, January 23, 2023	12:00 noon	Monday, January 23, 2023		1/27/2023	