

2022 BIWEEKLY PAYROLL CALENDAR

* Deviates from the normal deadline

** BW = USA

BH = USA HealthCare Management LLC

BI = University of South Alabama Health Authority

| Payroll ID** and Number | Period Covered | PA/Paperwork Due In HR or Payroll As Appropriate Before 4:00 PM ****(Tuesday)**** | Kronos Timekeeping System Confirmation Before 1:00 PM | Employee Web Time Entry Completed by 10:00 am(a) Supervisor Approval Before 1:00 PM | Amended/(Manual*) Timesheets For Current Period Due In Payroll Before Noon | Check Date |
|-------------------------------|-------------------------|---|--|--|--|--------------------|
| BW/BH/BI 01 | 12/19/2021 - 01/01/2022 | 12/28/2021* | 01/03/2022 | 01/03/2022 | 01/04/2022 | 01/07/2022 |
| BW/BH/BI 02 | 01/02/2022 - 01/15/2022 | 01/11/2022 | 01/17/2022 | 01/17/2022 | 01/18/2022 | 01/21/2022 |
| BW/BH/BI 03 | 01/16/2022 - 01/29/2022 | 01/25/2022 | 01/31/2022 | 01/31/2022 | 02/01/2022 | 02/04/2022 |
| BW/BH/BI 04 | 01/30/2022 - 02/12/2022 | 02/08/2022 | 02/14/2022 | 02/14/2022 | 02/15/2022 | 02/18/2022 |
| BW/BH/BI 05 | 02/13/2022 - 02/26/2022 | 02/22/2022 | 02/28/2022 | 02/28/2022 | 03/01/2022 | 03/04/2022 |
| BW/BH/BI 06 | 02/27/2022 - 03/12/2022 | 03/08/2022 | 03/14/2022 | 03/14/2022 | 03/15/2022 | 03/18/2022 |
| BW/BH/BI 07 | 03/13/2022 - 03/26/2022 | 03/22/2022 | 03/28/2022 | 03/28/2022 | 03/29/2022 | 04/01/2022 |
| BW/BH/BI 08 | 03/27/2022 - 04/09/2022 | 04/05/2022 | 04/11/2022 | 04/11/2022 | 04/12/2022 | 04/15/2022 |
| BW/BH/BI 09 | 04/10/2022 - 04/23/2022 | 04/19/2022 | 04/25/2022 | 04/25/2022 | 04/26/2022 | 04/29/2022 |
| BW/BH/BI 10 | 04/24/2022 - 05/07/2022 | 05/02/2022 | 05/09/2022 | 05/09/2022 | 05/10/2022 | 05/13/2022 |
| BW/BH/BI 11 | 05/08/2022 - 05/21/2022 | 05/17/2022 | 05/23/2022 | 05/23/2022 | 05/24/2022 | 05/27/2022 |
| BW/BH/BI 12 | 05/22/2022 - 06/04/2022 | 05/31/2022 | 06/06/2022 | 06/06/2022 | 06/07/2022 | 06/10/2022 |
| BW/BH/BI 13 | 06/05/2022 - 06/18/2022 | 06/14/2022 | 06/20/2022 | 06/20/2022 | 06/21/2022 | 06/24/2022 |
| BW/BH/BI 14 | 06/19/2022 - 07/02/2022 | 06/28/2022 | 07/04/2022 | 07/04/2022 | 07/05/2022 | 07/08/2022 |
| BW/BH/BI 15 | 07/03/2022 - 07/16/2022 | 07/12/2022 | 07/18/2022 | 07/18/2022 | 07/19/2022 | 07/22/2022 |
| BW/BH/BI 16 | 07/17/2022 - 07/30/2022 | 07/26/2022 | 08/01/2022 | 08/01/2022 | 08/02/2022 | 08/05/2022 |
| BW/BH/BI 17 | 07/31/2022 - 08/13/2022 | 08/09/2022 | 08/15/2022 | 08/15/2022 | 08/16/2022 | 08/19/2022 |
| BW/BH/BI 18 | 08/14/2022 - 08/27/2022 | 08/23/2022 | 08/29/2022 | 08/29/2022 | 08/30/2022 | 09/02/2022 |
| BW/BH/BI 19 | 08/28/2022 - 09/10/2022 | 09/06/2022 | 09/12/2022 | 09/12/2022 | 09/13/2022 | 09/16/2022 |
| BW/BH/BI 20 | 09/11/2022 - 09/24/2022 | 09/20/2022 | 09/26/2022 | 09/26/2022 | 09/27/2022 | 09/30/2022 |
| BW/BH/BI 21 | 09/25/2022 - 10/08/2022 | 10/04/2022 | 10/10/2022 | 10/10/2022 | 10/11/2022 | 10/14/2022 |
| BW/BH/BI 22 | 10/09/2022 - 10/22/2022 | 10/18/2022 | 10/24/2022 | 10/24/2022 | 10/25/2022 | 10/28/2022 |
| BW/BH/BI 23 | 10/23/2022 - 11/05/2022 | 10/31/2022* | 11/06/2022* | 11/06/2022* | 11/07/2022* | 11/10/2022* |
| BW/BH/BI 24 | 11/06/2022 - 11/19/2022 | 11/14/2022* | 11/20/2022* | 11/20/2022* | 11/21/2022* | 11/25/2022 |
| BW/BH/BI 25 | 11/20/2022 - 12/03/2022 | 11/29/2022 | 12/05/2022 | 12/05/2022 | 12/06/2022 | 12/09/2022 |
| BW/BH/BI 26 | 12/04/2022 - 12/17/2022 | 12/13/2022 | 12/19/2022 | 12/19/2022 | 12/20/2022 | 12/23/2022 |

Dates may be subject to change due to unforeseen circumstances

(a) Note - Departmental deadlines may be earlier than payroll deadlines, please always verify with your supervisor.

Revised 12/02/2020