

**M1 Payroll Schedule  
January 2022 - March 2022**

Period	Start Date	End Date	Pay	Payroll Run Day	Deadlines are 5:00 PM		
					Manager Timecard Approval Deadline		Deadline for Documents to HRSC to Meet Payroll
					With Supplementary Pay	Without Supplementary Pay	
1 2022 Calendar Month	1-Jan-22	31-Jan-22	31-Jan-22	26-Jan-22	25-Jan-22	4-Feb-22	7-Jan-22
2 2022 Calendar Month	1-Feb-22	28-Feb-22	28-Feb-22	23-Feb-22	22-Feb-22	4-Mar-22	7-Feb-22
3 2022 Calendar Month	1-Mar-22	31-Mar-22	31-Mar-22	23-Mar-22	** TBD	** TBD	7-Mar-22

**There are two timecard approval deadlines for managers to follow. See below:**

- Timecards **with** supplementary pay (e.g. Overtime / Camp Differential), follow the 1st column.
- Timecards **with no** supplementary pay, follow the 2nd column.

**\*\* See Communication regarding Fiscal Year End Timecard Requirements**