



2022 TIMECARD DEADLINES

<https://www.opentimeclock.com/t1/index.html>

Pay periods are every 2-weeks (Sunday-Saturday).

Pay Days are typically every other Thursday (depending on the holidays).

- Log into Time Clock and verify you hours **BEFORE** timecards are due!
- Notify your manager if there are any Errors.
- Managers will check timecards each Sunday and adjust if/as needed.

REMINDER: Set up your account with workforce.intuit.com to view your paystubs and accrued PTO online.

<u>PAY PERIOD</u>	<u>APPROVE BY 8:00 AM</u>	<u>PAY DAY</u>
Dec 19-Jan 1	January 2, 2022	January 6, 2022
Jan. 2 - 15	January 16, 2022	January 20, 2022
Jan 16 - 29	January 30, 2022	February 3, 2022
Jan 30-Feb 12	February 13, 2022	February 17, 2022
Feb 13 - 26	February 26, 2022	March 3, 2022
Feb 27-Mar 12	March 13, 2022	March 17, 2022
Mar 13 - 26	March 27, 2022	March 31, 2022
Mar 27-April 9	April 10, 2022	April 14, 2022
April 10 - 23	April 24, 2022	April 28, 2022
April 24-May 7	May 8, 2022	May 12, 2022
May 8 - 21	May 22, 2022	May 26, 2022
May 22-June 4	June 5, 2022	June 9, 2022
June 5-June 18	June 19, 2022	June 23, 2022
June 19 – July 2	July 3, 2022	July 7, 2022
July 3-July 16	July 17, 2022	July 21, 2022
July 17-July 30	July 31, 2022	August 4, 2022
July 31-Aug 13	August 14, 2022	August 18, 2022
Aug 14 - 27	August 28, 2022	September 1, 2022
Aug 28-Sep 10	September 11, 2022	September 15, 2022
Sept 11 - 24	September 25, 2022	Sept 29, 2022
Sept 25-Oct 8	October 9, 2022	October 13, 2022
Oct 9 - 22	October 23, 2022	October 27, 2022
Oct 23-Nov 5	November 6, 2022	November 11, 2022
Nov 6 - 19	November 20, 2022	November 24, 2022
Nov 20-Dec 3	December 4, 2022	December 8, 2022
Dec 4 - 17	December 18, 2022	December 22, 2022
Dec 18 - 31	January 1, 2023	January 5, 2023