



BIWEEKLY ONE TIME PAY TOOL SCHEDULE - 2022

V1 (12/22/2022)

Pay Cycle	Pay Period Begin	Pay Period End	Request Approval Deadline	I-618 File Creation (1:45pm)	Corrections (I-618) due 1:45 pm	Pay Confirm (After 4pm)	Check Date
B1	12-11-22	12-24-22	Mon 12-26-22	Tue 12-27-22	Wed 12-28-22	Thu 12-29-22 *	Wed 01-04-23
B2	12-25-22	01-07-23	Mon 01-09-23	Tue 01-10-23	Wed 01-11-23	Thu 01-12-23	Wed 01-18-23
B1	01-08-23	01-21-23	Mon 01-23-23	Tue 01-24-23	Wed 01-25-23	Thu 01-26-23	Wed 02-01-23
B2	01-22-23	02-04-23	Mon 02-06-23	Tue 02-07-23	Wed 02-08-23	Thu 02-09-23	Wed 02-15-23
B1	02-05-23	02-18-23	Fri 02-17-23 *	Tue 02-21-23	Wed 02-22-23	Thu 02-23-23	Wed 03-01-23
B2	02-19-23	03-04-23	Mon 03-06-23	Tue 03-07-23	Wed 03-08-23	Thu 03-09-23	Wed 03-15-23
B3**	03-05-23	03-18-23	Mon 03-20-23	Tue 03-21-23	Wed 03-22-23	Thu 03-23-23	Wed 03-29-23
B1	03-19-23	04-01-23	Mon 04-03-23	Tue 04-04-23	Wed 04-05-23	Thu 04-06-23	Wed 04-12-23
B2	04-02-23	04-15-23	Mon 04-17-23	Tue 04-18-23	Wed 04-19-23	Thu 04-20-23	Wed 04-26-23
B1	04-16-23	04-29-23	Mon 05-01-23	Tue 05-02-23	Wed 05-03-23	Thu 05-04-23	Wed 05-10-23
B2	04-30-23	05-13-23	Mon 05-15-23	Tue 05-16-23	Wed 05-17-23	Thu 05-18-23	Wed 05-24-23
B1	05-14-23	05-27-23	Fri 05-26-23 *	Tue 05-30-23	Wed 05-31-23	Thu 06-01-23	Wed 06-07-23
B2	05-28-23	06-10-23	Mon 06-12-23	Tue 06-13-23	Wed 06-14-23	Thu 06-15-23	Wed 06-21-23
B1	06-11-23	06-24-23	Mon 06-26-23	Tue 06-27-23	Wed 06-28-23	Thu 06-29-23	Wed 07-05-23
B2	06-25-23	07-08-23	Mon 07-10-23	Tue 07-11-23	Wed 07-12-23	Thu 07-13-23	Wed 07-19-23
B1	07-09-23	07-22-23	Mon 07-24-23	Tue 07-25-23	Wed 07-26-23	Thu 07-27-23	Wed 08-02-23
B2	07-23-23	08-05-23	Mon 08-07-23	Tue 08-08-23	Wed 08-09-23	Thu 08-10-23	Wed 08-16-23
B3**	08-06-23	08-19-23	Mon 08-21-23	Tue 08-22-23	Wed 08-23-23	Thu 08-24-23	Wed 08-30-23
B1	08-20-23	09-02-23	Fri 09-01-23 *	Tue 09-05-23	Wed 09-06-23	Thu 09-07-23	Wed 09-13-23
B2	09-03-23	09-16-23	Mon 09-18-23	Tue 09-19-23	Wed 09-20-23	Thu 09-21-23	Wed 09-27-23
B1	09-17-23	09-30-23	Mon 10-02-23	Tue 10-03-23	Wed 10-04-23	Thu 10-05-23	Wed 10-11-23
B2	10-01-23	10-14-23	Mon 10-16-23	Tue 10-17-23	Wed 10-18-23	Thu 10-19-23	Wed 10-25-23
B1	10-15-23	10-28-23	Mon 10-30-23	Tue 10-31-23	Wed 11-01-23	Thu 11-02-23	Wed 11-08-23
B2	10-29-23	11-11-23	Mon 11-13-23	Tue 11-14-23	Wed 11-15-23	Thu 11-16-23	Wed 11-22-23
B1	11-12-23	11-25-23	Mon 11-27-23	Tue 11-28-23	Wed 11-29-23	Thu 11-30-23	Wed 12-06-23
B2	11-26-23	12-09-23	Mon 12-11-23	Tue 12-12-23	Wed 12-13-23	Thu 12-14-23	Wed 12-20-23
B1	12-10-23	12-23-23	Thu 12-21-23 *	Fri 12-22-23	Wed 12-27-23	Thu 12-28-23	Wed 01-03-24
*Early Date Cutoff ; **Flat Dollar Deduction Holiday							