



MONTHLY ONE TIME PAY TOOL SCHEDULE - 2022

v1 (12/2/2021)

Pay Cycle	Pay Period Begin Date	Pay Period End Date	Request Approval Deadline	I-618 File Creation (1:45pm)	Corrections (I-618) due 1:45pm	Pay Confirm (After 4pm)	Check Date
MO	12-01-21	12-31-21	Tue 12-21-21	Wed 12-22-21	Mon 12-27-21 (due at 10AM)*	Tue 12-28-21	Mon 01-03-22
MO	01-01-22	01-31-22	Thu 01-20-22	Fri 01-21-22	Mon 01-24-22	Wed 01-26-22	Tue 02-01-22
MO	02-01-22	02-28-22	Thu 02-17-22	Fri 02-18-22	Tue 02-22-22 *	Wed 02-23-22	Tue 03-01-22
MO	03-01-22	03-31-22	Mon 03-21-22	Tue 03-22-22	Wed 03-23-22	Mon 03-28-22	Fri 04-01-22
MO	04-01-22	04-30-22	Tue 04-19-22	Wed 04-20-22	Thu 04-21-22	Mon 04-25-22	Fri 04-29-22
MO	05-01-22	05-31-22	Fri 05-20-22	Mon 05-23-22	Tue 05-24-22	Thu 05-26-22	Wed 06-01-22
MO	06-01-22	06-30-22	Tue 06-21-22	Wed 06-22-22	Thu 06-23-22	Mon 06-27-22	Fri 07-01-22
MO	07-01-22	07-31-22	Wed 07-20-22	Thu 07-21-22	Fri 07-22-22	Tue 07-26-22	Mon 08-01-22
MO	08-01-22	08-31-22	Mon 08-22-22	Tue 08-23-22	Wed 08-24-22	Fri 08-26-22	Thu 09-01-22
MO	09-01-22	09-30-22	Tue 09-20-22	Wed 09-21-22	Thu 09-22-22	Mon 09-26-22	Fri 09-30-22
MO	10-01-22	10-31-22	Wed 10-19-22	Thu 10-20-22	Fri 10-21-22	Mon 10-24-22	Tue 11-01-22
MO	11-01-22	11-30-22	Thu 11-17-22	Fri 11-18-22	Mon 11-21-22	Wed 11-23-22	Thu 12-01-22
MO	12-01-22	12-31-22	Mon 12-19-22 *	Mon 12-19-22 *	Tue 12-20-22 *	Tue 12-27-22	Tue 01-03-23
Please note: Pay Period Begin & End Dates are synced with UCPath Pay Period Dates.							