



**Security Employee
Bi-Weekly Pay Schedule 2022**

Pay Period Start Date	Pay Period End Date	Pay Date	Employee & Manager Approval Deadline: 11 AM unless otherwise noted ***	Special Processing
Dec-01-21	Dec-14-21	Dec-23-21	Dec 20-21 at 9 am	No year-end adj needed
Dec-15-21	Dec-28-21	Jan-07-22	Jan-03-22	
Dec-29-21	Jan-11-22	Jan-21-22	Jan 18-22 at 9 am	
Jan-12-22	Jan-25-22	Feb-04-22	Jan-31-22	
Jan-26-22	Feb-08-22	Feb-18-22	Feb-14-22	
Feb-09-22	Feb-22-22	Mar-04-22	Feb-28-22	
Feb-23-22	Mar-13-22	Mar-18-22	Mar-14-22	Pay Period Change, see Support staff & Facilities schedule

*** Approval deadline - Unless otherwise noted, occurs the day of processing at 11 am. Payroll is processed immediately following deadline. Please check prior to this deadline to ensure you are able to view all your employee timecards and for any issues or questions you need assistance with. Payroll is unable to resolve issues on the day of processing due to processing multiple payrolls.

This document is available on the Payroll Office webpage under Pay Schedules
<http://www.juniata.edu/offices/finance-administration/payroll/schedules.php>