

Washburn University Finance Office

Pay Calendars – 2022

The pay calendars below are broken down by type of employee: non-exempt staff, students, and faculty and exempt staff. These calendars apply to both Washburn University and Washburn Tech employees.

Non-Exempt Staff (Paid Bi-weekly) Pay Calendar - 2022

Timesheets for non-exempt staff must be **completed online** (via web time entry or departmental time entry) **by noon** on the stated “Timesheet Due” date. Online **supervisor approvals must be completed by 10:00 P.M.** on the stated “Approval Due” date. Approved paper timesheets must be received in Payroll by 9:00 A.M. on the day after the stated “Timesheet Due” date.

No Manual checks are processed in between payroll processing dates due to non-submission of time worked. If you miss the online submission deadline you must fill out a paper timesheet, obtain your supervisors’ approval signature and bring it to the payroll office by 9:00 A.M. on the day after the “Approval Due” Date. **Late paper timesheets received after 9:00 A.M. on the day after the “Approval Due” date will not be processed until the next regular scheduled pay date**

Pay No.	Work Period	Timesheet Due	Approval Due	Pay Date
1	Dec 26, 2021 – Jan 8	Mon, Jan 10	Mon, Jan 10	Jan 14
2	Jan 9 – Jan 22	Mon, Jan 24	Mon, Jan 24	Jan 28
3	Jan 23 – Feb 5	Mon, Feb 7	Mon, Feb 7	Feb 11
4	Feb 6 – Feb 19	Mon, Feb 21	Mon, Feb 21	Feb 25
5	Feb 20 – Mar 5	Mon, Mar 7	Mon, Mar 7	Mar 11
6	Mar 6 – Mar 19	Mon, Mar 21	Mon, Mar 21	Mar 25
7	Mar 20 – Apr 2	Mon, Apr 4	Mon, Apr 4	Apr 8
8	Apr 3 – Apr 16	Mon, Apr 18	Mon, Apr 18	Apr 22
9	Apr 17 – Apr 30	Mon, May 2	Mon, May 2	May 6
10	May 1 – May 14	Mon, May 16	Mon, May 16	May 20
11	May 15 – May 28	Tues, May 31	Tues, May 31	Jun 3
12	May 29 – June 11	Mon, Jun 13	Mon, Jun 13	Jun 17
13	June 12 – Jun 25	Mon, Jun 27	Mon, Jun 27	Jul 1
14	June 26 – July 9	Mon, July 11	Mon, July 11	Jul 15
15	July 10 – July 23	Mon, July 25	Mon, July 25	Jul 29
16	July 24 – Aug 6	Mon, Aug 8	Mon, Aug 8	Aug 12
17	Aug 7 – Aug 20	Mon, Aug 22	Mon, Aug 22	Aug 26
18	Aug 21 – Sept 3	Tue, Sept 6	Tue, Sept 6	Sep 9
19	Sept 4 – Sep 17	Mon, Sept 19	Mon, Sept 19	Sep 23
20	Sept 18 – Oct 1	Mon, Oct 03	Mon, Oct 3	Oct 7
21	Oct 2 – Oct 15	Mon, Oct 17	Mon, Oct 17	Oct 21
22	Oct 16 – Oct 29	Mon, Oct 31	Mon, Oct 31	Nov 4
23	Oct 30 – Nov 12	Mon, Nov 14	Mon, Nov 14	Nov 18
24	Nov 13 – Nov 26	Mon, Nov 28	Mon, Nov 28	Dec 2
25	Nov 27 – Dec 10	Mon, Dec 12	Mon, Dec 12	Dec 16
26	Dec 11 – Dec 24	Mon, Dec 26	Mon, Dec 26	Dec 30

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Student Pay Calendar - 2022

Timesheets for students must be completed online by 5:00 P.M. on the stated “Timesheet Due” date, normally a Monday, unless otherwise noted. *Supervisor online approvals must be completed by 10:00 P.M.* on the stated “Approval Due” date, normally a Tuesday, unless otherwise noted.

No Manual checks are processed in between payroll processing dates due to non-submission of time worked. If you miss the online submission deadline you must fill out a paper timesheet, obtain your supervisors’ approval signature (as well as the Student Coordinator’s signature for Federal Work Study positions) and bring it to the payroll office by 9:00 A.M. on the day after the Approval Due Date. Late paper timesheets received after 9:00 A.M. on the day after the “Approval Due” date **will not be processed until the next regular scheduled pay date.**

Pay No.	Work Period	Timesheet Due	Approval Due	Pay Date
1	Dec 19, 2021 – Jan 1	Mon, Jan 3	Tue, Jan 4	Jan 14
2	Jan 2 – Jan 15	Tue, Jan 18	Wed, Jan 19	Jan 28
3	Jan 16 – Jan 29	Mon, Jan 31	Tue, Feb 1	Feb 11
4	Jan 30 – Feb 12	Mon, Feb 14	Tue, Feb 15	Feb 25
5	Feb 13 – Feb 26	Mon, Feb 28	Tue, Mar 1	Mar 11
6	Feb 27 – Mar 12	Mon, Mar 14	Tue, Mar 15	Mar 25
7	Mar 13 – Mar 26	Mon, Mar 28	Tue, Mar 29	Apr 8
8	Mar 27 – Apr 9	Mon, Apr 11	Tue, Apr 12	Apr 22
9	Apr 10 – Apr 23	Mon, Apr 25	Tue, Apr 26	May 6
10	Apr 24 – May 7	Mon, May 9	Tue, May 10	May 20
11	May 8 – May 21	Mon, May 23	Tue, May 24	Jun 3
12	May 22 – Jun 4	Mon, Jun 6	Tue, Jun 7	Jun 17
13	Jun 5 – Jun 18	Mon, Jun 20	Tue, Jun 21	Jul 1
14	Jun 19 – Jul 2	Tue, Jul 5	Wed, Jul 6	Jul 15
15	Jul 3 – Jul 16	Mon, Jul 18	Tue, Jul 19	Jul 29
16	Jul 17 – Jul 30	Mon, Aug 1	Tue, Aug 2	Aug 12
17	Jul 31 – Aug 13	Mon, Aug 15	Tue, Aug 16	Aug 26
18	Aug 14 – Aug 27	Mon, Aug 29	Tue, Aug 30	Sep 9
19	Aug 28 – Sep 10	Mon, Sep 12	Tue, Sep 13	Sep 23
20	Sep 11 – Sep 24	Mon, Sep 26	Tue, Sep 27	Oct 7
21	Sep 25 – Oct 8	Mon, Oct 10	Tue, Oct 11	Oct 21
22	Oct 09 – Oct 22	Mon, Oct 24	Tue, Oct 25	Nov 4
23	Oct 23 – Nov 5	Mon, Nov 7	Tue, Nov 8	Nov 18
24	Nov 6 – Nov 19	Mon, Nov 21	Tue, Nov 22	Dec 2
25	Nov 20 – Dec 3	Mon, Dec 5	Tue, Dec 6	Dec 16
26	Dec 4 – Dec 17	Mon, Dec 19	Tue, Dec 20	Dec 30

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Faculty and Exempt Staff Pay Calendar - 2022

*Timesheets for exempt staff (reporting personal and/or sick leave taken) must be completed online (via web time entry or departmental time entry) by 5:00 P.M. on the stated date, unless otherwise noted. Any leave expected to be taken after the submission deadline (for the current month) should be reported on the timesheet. **Any changes you have to leave time reported after payroll is processed, will need to be emailed to Human Resources so they can correct your used leave balances.***

Supervisor online approvals must be completed by **10:00 P.M.** on the stated date, unless otherwise noted.

Note: December deadlines are a bit earlier than the other months, due to the Winter Holiday Closing.

VPAA will send out notices to departments about the due date for paper supplemental timesheets as they are due to their office at least a week earlier than the date indicated below for online time submissions. No Manual checks are processed in between payroll processing dates due to us receiving supplemental timesheets late. If you miss the deadline for submission (to VPAA) you will not be paid for those supplemental wages until the next regular scheduled pay date.

Pay No.	Work Period	Timesheet Due Online	Supervisor Approval Due	Pay Date
1	January	Monday – Jan 24	Tuesday - Jan 25	Monday - Jan 31
2	February	Monday - Feb 21	Tuesday - Feb 22	Monday - Feb 28
3	March	Wednesday - Mar 23	Thursday - Mar 24	Thursday - Mar 31
4	April	Thursday – April 21	Friday – April 22	Friday - Apr 29
5	May	Monday – May 23	Tuesday – May 24	Tuesday – May 31
6	June	Wednesday – June 22	Thursday – June 23	Thursday - June 30
7	July	Thursday - July 21	Friday - July 22	Friday - July 29
8	August	Tuesday - Aug 23	Wednesday - Aug 24	Wednesday - Aug 31
9	September	Thursday - Sep 22	Friday - Sep 23	Friday – Sep 30
10	October	Monday - Oct 24	Tuesday – Oct 25	Monday, Oct 31
11	November	Friday – Nov 18	Monday – Nov 21	Wednesday - Nov 30
12	December	Thursday - Dec 15	Friday – Dec 16	Thursday – Dec 22