

**Eastern Washington University Pay Schedule**

**2022**

Year	PR	No.	Pay Period	Pay Date	HRS/ PP	Web Timesheet Cutoff 3:00pm	Web Timesheet Approval 6:00AM	Days to Submit & Approve Timesheets	PR Runs	Holiday
2022	SM	1	Dec 16-31	10-Jan	96	3-Jan	4-Jan	*1	5-Jan	12/24 & 12/31/21
2022	SM	2	Jan 1-15	25-Jan	80	18-Jan	19-Jan	*1	20-Jan	
2022	SM	3	Jan 16-31	10-Feb	88	2-Feb	3-Feb	2	7-Feb	01/17/22
2022	SM	4	Feb 1-15	25-Feb	88	17-Feb	18-Feb	2	22-Feb	
2022	SM	5	Feb 16-28	10-Mar	72	2-Mar	3-Mar	2	7-Mar	02/21/22
2022	SM	6	Mar 1-15	25-Mar	88	17-Mar	18-Mar	2	22-Mar	
2022	SM	7	Mar 16-31	11-Apr	96	4-Apr	5-Apr	2	6-Apr	
2022	SM	8	Apr 1-15	25-Apr	88	18-Apr	19-Apr	*1	20-Apr	
2022	SM	9	Apr 16-30	10-May	80	3-May	4-May	2	5-May	
2022	SM	10	May 1-15	25-May	80	17-May	18-May	2	20-May	
2022	SM	11	May 16-31	10-Jun	96	2-Jun	3-Jun	2	7-Jun	05/30/22
2022	SM	12	Jun 1-15	24-Jun	88	16-Jun	17-Jun	*1	21-Jun	
2022	SM	13	Jun 16-30	11-Jul	88	1-Jul	5-Jul	*1	6-Jul	06/20/22
2022	SM	14	Jul 1-15	25-Jul	88	18-Jul	19-Jul	*1	20-Jul	07/04/22
2022	SM	15	Jul 16-31	10-Aug	80	2-Aug	3-Aug	2	5-Aug	
2022	SM	16	Aug 1-15	25-Aug	88	17-Aug	18-Aug	2	22-Aug	
2022	SM	17	Aug 16-31	9-Sep	96	1-Sep	2-Sep	*1	6-Sep	
2022	SM	18	Sep 1-15	26-Sep	88	19-Sep	20-Sep	2	21-Sep	09/05/22
2022	SM	19	Sep 16-30	7-Oct	88	3-Oct	4-Oct	*1	4-Oct	
2022	SM	20	Oct 1-15	25-Oct	80	18-Oct	19-Oct	2	20-Oct	
2022	SM	21	Oct 16-31	10-Nov	88	2-Nov	3-Nov	2	7-Nov	
2022	SM	22	Nov 1-15	23-Nov	88	16-Nov	17-Nov	*1	18-Nov	11/11/22
2022	SM	23	Nov 16-30	9-Dec	88	2-Dec	5-Dec	2	6-Dec	11/24 & 11/25/22
2022	SM	24	Dec 1-15	23-Dec	88	16-Dec	19-Dec	*1	20-Dec	

**Please remember:**

**Best practice** is to submit your timesheet after your final shift in the pay period. **Web timesheet cutoff** is set for 3:00 PM to submit and 6:00 AM the next morning for approval, but supervisors need to let employees know that submit deadlines will be whatever time works for them to have it approved during their work schedule

**For hourly employees:** Confirm that hours reported on a holiday were actually worked.

Time worked on a **holiday** by **work study students** must be paid from a departmental index.

**\*Note the employee & supervisor have one day to submit and approve timesheets.**