University of the District of Columbia
PeopleSoft 2022 Time Entry Schedule*
Groups: "G6N," "G6E" and "G9E"

Pay Period Number	Pay Period Dates	Employee's Time Entry & Add'l Pay Authorizations Deadline	Manager's Approval Deadline	Payroll Review	Payroll Processing*	Check Date
1	12/01 – 12/15/01	12/13/21	12/15/21	12/22/21	12/27/21	01/03/22
2	12/16 – 12/31/21	12/20/21	01/03/22	01/05/22	01/10/22	01/18/22
3	01/01 – 01/15/22	01/14/22	01/19/22	01/21/22	01/25/22	02/01/22
4	01/16 – 01/31/22	01/31/22	02/04/22	02/08/22	02/09/22	02/16/22
5	02/01 – 02/15/22	02/14/22	02/17/22	02/18/22	02/22/22	03/01/22
6	02/16 – 02/28/22	02/28/22	03/04/22	03/08/22	03/09/22	03/16/22
7	03/01 – 03/15/22	03/15/22	03/21/22	03/24/22	03/25/22	04/01/22
8	03/16 – 03/31/22	03/31/22	04/05/22	04/06/22	04/07/22	04/14/22
9	04/01 – 04/15/22	04/14/22	04/20/22	04/22/22	04/25/22	05/02/22
10	04/16 – 04/30/22	04/29/22	05/05/22	05/06/22	05/09/22	05/16/22
11	05/01 – 05/15/22	05/13/22	05/19/22	05/23/22	05/24/22	06/01/22
12	05/16 – 05/31/22	05/27/22	06/02/22	06/06/22	06/07/22	06/16/22
13	06/01 – 06/15/22	06/15/22	06/22/22	06/23/22	06/24/22	07/01/22
14	06/16 – 06/30/22	06/29/22	07/01/22	07/07/22	07/08/22	07/15/22
15	07/01 – 07/15/22	07/15/22	07/21/22	07/22/22	07/25/22	08/01/22
16	07/16 – 07/31/22	07/29/22	08/04/22	08/08/22	08/09/22	08/16/22
17	08/01 – 08/15/22	08/15/22	08/18/22	08/23/22	08/25/22	09/01/22
18	08/16 – 08/31/22	08/30/22	09/02/22	09/08/22	09/09/22	09/16/22
19	09/01 – 09/15/22	09/15/22	09/20/22	09/22/22	09/23/22	09/30/22
20	09/16 – 09/30/22	09/30/22	10/04/22	10/06/22	10/07/22	10/17/22
21	10/01 – 10/15/22	10/15/22	10/20/22	10/24/22	10/25/22	11/01/22
22	10/16 – 10/31/22	10/31/22	11/02/22	11/04/22	11/07/22	11/16/22
23	11/01 – 11/15/22	11/15/22	11/17/22	11/18/22	11/21/22	12/01/22
24	11/16 – 11/30/22	11/30/22	12/05/22	12/07/22	12/09/22	12/16/22

*Due dates subject to change based on requests for acceleration by D.C. Office of Pay and Retirement Services (OPRS).