



North Carolina A&T State University
2022 Banner Payroll Calendar
 for
Month-End Employees

Important: Employees must enter leave taken **no later** than the Leave Report Due Date and Cut-Off Time. Supervisors must approve leave reports **no later** than the Leave Report Cut-Off Time on the Due Date.

PAY #	MONTH	PAY PERIOD START DATE	PAY PERIOD END DATE	FINAL RECEIPT OF PAY AUTHORIZATIONS FOR PAY PERIOD	EMPLOYEE LEAVE REPORT DUE DATE	SUPERVISORS LEAVE APPROVAL DUE DATE	CUT-OFF TIME FOR EMPLOYEES & SUPERVISORS	PAY DATE
1	JAN	01/01/22	01/31/22	01/10/22	02/07/22	02/09/22	11:59 PM	01/31/22
2	FEB	02/01/22	02/28/22	02/10/22	03/07/22	03/09/22	11:59 PM	02/28/22
3	MAR	03/01/22	03/31/22	03/10/22	04/05/22	04/07/22	11:59 PM	03/31/22
4	APR	04/01/22	04/30/22	04/11/22	05/05/22	05/09/22	11:59 PM	04/29/22
5	MAY	05/01/22	05/31/22	05/10/22	06/06/22	06/08/22	11:59 PM	05/31/22
6	JUN	06/01/22	06/30/22	06/10/22	07/05/22	07/07/22	11:59 PM	06/30/22
7	JUL	07/01/22	07/31/22	07/11/22	08/05/22	08/09/22	11:59 PM	07/29/22
8	AUG	08/01/22	08/31/22	08/10/22	09/06/22	09/08/22	11:59 PM	08/31/22
9	SEP	09/01/22	09/30/22	09/12/22	10/05/22	10/07/22	11:59 PM	09/30/22
10	OCT	10/01/22	10/31/22	10/10/22	11/07/22	11/09/22	11:59 PM	10/31/22
11	NOV	11/01/22	11/30/22	11/10/22	12/05/22	12/07/22	11:59 PM	11/30/22
12	DEC	12/01/22	12/31/22	12/06/22	01/05/23*	01/09/21*	11:59 PM	12/22/22

*Due to the holidays, supervisors must approve time immediately during these critical dates to ensure timely pay of employees.

2022 Scheduled Orientation Dates for Month-End Employees
(Attendance applicable for all employment classifications)

Departments should review the established orientation schedule and final pay authorization receipt deadline to ensure month-end pay for the employee. Late paperwork will cause the employee to miss the current month's pay date. *** Employees will receive their first paycheck the following month.**

PAY #	MONTH	FIRST SESSION	SECOND SESSION	PAY DATE	PAY #	MONTH	FIRST SESSION	SECOND SESSION	PAY DATE
1	JAN	01/05/22	01/19/22*	01/31/22	7	JUL	07/06/22	07/18/22*	07/29/22
2	FEB	02/07/22	02/21/22*	02/28/22	8	AUG	08/01/22	08/15/22	08/31/22
3	MAR	03/07/22	03/21/22*	03/31/22	9	SEP	09/07/22	09/19/22*	09/30/22
4	APR	04/04/22	04/18/22*	04/29/22	10	OCT	10/03/22	10/17/22	10/30/22
5	MAY	05/02/22	05/16/22	05/31/22	11	NOV	11/07/22	11/21/22*	11/30/22
6	JUN	06/06/22	06/20/22*	06/30/22	12	DEC	12/05/22	N/A	12/22/22