



North Carolina A&T State University
2022 Banner Payroll Calendar
for
SHRA Non-Exempt Employees

Important: Employees must enter time **no later** than the Employee Submit Deadline by 11:59 p.m.
 Supervisors must approve time **no later** than the Supervisor Submit Deadline by 11:59 p.m.

Leave Period	Payroll Month	Calendar Days Covered		Employees	Supervisors	View Balance on	Vacation and Sick	Comp Accrual &
		From	To	Submit Deadline	Approve Deadline	Self-Service (SSB)	Accrual Thru	Leave Taken Thru
SB 26	MN01	12/06/2021	12/19/2021	12/20/2021	12/21/2021	January 25	January	January 2
SB 01	MN01	12/20/2022	01/02/2022	01/05/2022	01/07/2022	January 25	January	January 2
SB 02	MN02	01/03/2022	01/16/2022	01/18/2022	01/20/2022	February 25	February	February 13
SB 03	MN02	01/17/2022	01/30/2022	01/31/2022	02/02/2022	February 25	February	February 13
SB 04	MN02	01/31/2022	02/13/2022	02/14/2022	02/16/2022	February 25	February	February 13
SB 05	MN03	02/14/2022	02/27/2022	02/28/2022	03/02/2022	March 25	March	March 13
SB 06	MN03	02/28/2022	03/13/2022	03/14/2022	03/16/2022	March 25	March	March 13
SB 07	MN04	03/14/2022	03/27/2022	03/28/2022	03/30/2022	April 25	April	April 10
SB 08	MN04	03/28/2022	04/10/2022	04/11/2022	04/13/2022	April 25	April	April 10
SB 09	MN05	04/11/2022	04/24/2022	04/25/2022	04/27/2022	May 25	May	May 8
SB 10	MN05	04/25/2022	05/08/2022	05/09/2022	05/11/2022	May 25	May	May 8
SB 11	MN06	05/09/2022	05/22/2022	05/23/2022	05/26/2022	June 25	June	June 5
SB 12	MN06	05/23/2022	06/05/2022	06/06/2022	06/08/2022	June 25	June	June 5
SB 13	MN07	06/06/2022	06/19/2022	06/20/2022	06/22/2022	July 25	July	July 17
SB 14	MN07	06/20/2022	07/03/2022	07/05/2022	07/07/2022	July 25	July	July 17
SB 15	MN08	07/04/2022	07/17/2022	07/18/2022	07/20/2022	August 25	August	July 31
SB 16	MN08	07/18/2022	07/31/2022	08/01/2022	08/03/2022	August 25	August	July 31
SB 17	MN09	08/01/2022	08/14/2022	08/15/2022	08/17/2022	September 25	September	September 11
SB 18	MN09	08/15/2022	08/28/2022	08/29/2022	08/31/2022	September 25	September	September 11
SB 19	MN09	08/29/2022	09/11/2022	09/12/2022	09/14/2022	September 25	September	September 11
SB 20	MN10	09/12/2022	09/25/2022	09/26/2022	09/28/2022	October 25	October	October 9
SB 21	MN10	09/26/2022	10/09/2022	10/10/2022	10/12/2022	October 25	October	October 9
SB 22	MN11	10/10/2022	10/23/2022	10/24/2022	10/26/2022	November 25	November	October 23
SB 23	MN12	10/24/2022	11/06/2022	11/07/2022	11/09/2022	December 23	December	December 4
SB 24	MN12	11/07/2022	11/20/2022	11/21/2022	11/23/2022	December 23	December	December 4
SB 25	MN12	11/21/2022	12/04/2022	12/05/2022	12/06/2022*	December 23	December	December 4
SB 26	MN01	12/05/2022	12/18/2022	12/19/2022	12/21/2022	January 25	January	January 1
SB 01	MN01	12/19/2022	01/01/2023	01/03/2023	01/05/2023	January 25	January	January 1

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