

DRAFT				Web Time Sheet Entry (WTE)					
11/10/2021				2022 Web Time Sheet Submission Schedule					
Pay Period Begin	Pay Period End	Run	Web Timesheet Available for Employee entry on:	Employee completes/Submits time sheet before 11:59am on:	Approver reviews/submits time sheet before 5 pm on:	Return for correction only Approver submits before 6pm on:	Payroll process Date	Pay Date	
12/19/21	01/01/22	R01	12/05/21	01/03/22	01/04/22	01/05/22	01/08/22	01/14/22	
01/02/22	01/15/22	R02	12/19/21	1/14/2022 before 5pm	01/18/22	01/19/22	01/22/22	01/28/22	
01/16/22	01/29/22	R03	01/02/22	01/31/22	02/01/22	02/02/22	02/05/22	02/11/22	
01/30/22	02/12/22	R04	01/16/22	02/14/22	02/15/22	02/16/22	02/19/22	02/25/22	
02/13/22	02/26/22	R05	01/30/22	02/28/22	03/01/22	03/02/22	03/05/22	03/11/22	
02/27/22	03/12/22	R06	02/13/22	03/14/22	03/15/22	03/16/22	03/19/22	03/25/22	
03/13/22	03/26/22	R07	02/27/22	03/28/22	03/29/22	03/30/22	04/02/22	04/08/22	
03/27/22	04/09/22	R08	03/13/22	04/11/22	04/12/22	04/13/22	04/16/22	04/22/22	
04/10/22	04/23/22	R09	03/27/22	04/25/22	04/26/22	04/27/22	04/30/22	05/06/22	
04/24/22	05/07/22	R10	04/10/22	05/09/22	05/10/22	05/11/22	05/14/22	05/20/22	
05/08/22	05/21/22	R11	04/24/22	05/23/22	05/24/22	05/25/22	05/28/22	06/03/22	
05/22/22	06/04/22	R12	05/08/22	06/06/22	06/07/22	06/08/22	06/11/22	06/17/22	
06/05/22	06/18/22	R13	05/22/22	06/20/22	06/21/22	06/22/22	06/25/22	07/01/22	
06/19/22	07/02/22	R14	06/05/22	06/30/22 before 5pm	07/01/21 before 5pm	07/06/22	07/09/22	07/15/22	
07/03/22	07/16/22	R15	06/19/22	07/18/22	07/19/22	07/20/22	07/23/22	07/29/22	
07/17/22	07/30/22	R16	07/03/22	08/01/22	08/02/22	08/03/22	08/06/22	08/12/22	
07/31/22	08/13/22	R17	07/17/22	08/15/22	08/16/22	08/17/22	08/20/22	08/26/22	
08/14/22	08/27/22	R18	07/31/22	08/29/22	08/30/22	08/31/22	09/03/22	09/09/22	
08/28/22	09/10/22	R19	08/14/22	09/12/22	09/13/22	09/14/22	09/17/22	09/23/22	
09/11/22	09/24/22	R20	08/28/22	09/26/22	09/27/22	09/28/22	10/01/22	10/07/22	
09/25/22	10/08/22	R21	09/11/22	10/10/22	10/11/22	10/12/22	10/15/22	10/21/22	
10/09/22	10/22/22	R22	09/25/22	10/24/22	10/25/22	10/26/22	10/29/22	11/04/22	
10/23/22	11/05/22	R23	10/09/22	11/07/22	11/08/22	11/09/22	11/12/22	11/18/22	
11/06/22	11/19/22	R24	10/23/22	11/18/22 before 5pm	11/21/22 before 5pm	11/22/22	11/26/22	12/02/22	
11/20/22	12/03/22	R25	11/06/22	12/05/22	12/06/22	12/07/22	12/10/22	12/16/22	
12/04/22	12/17/22	R26	11/20/22	12/16/2022 before 5 pm	12/19/2022 before 5 pm	12/20/22	12/24/22	12/30/22	
12/18/22	12/31/22	R01	12/04/22	12/30/2022 before 5 pm	01/03/23	01/04/23	01/07/23	01/13/23	