

2022 MONTHLY PAYROLL CALENDAR

* Deviates from the normal deadline

** MO = USA

MH = USA HealthCare Management LLC

MI = University of South Alabama Health Authority

Payroll ID** and Number	Period Covered	PA/Paperwork Due In HR or Payroll As Appropriate Before 4:00 PM	Employee Leave Report Payroll Before 5:00 PM (a)	Approvers Leave Report Payroll Before 5:00 PM	Check Date
MO/MH/MI 01	12/01/2021 - 12/31/2021	12/10/2021*	01/15/2022	01/20/2022	01/03/2022
MO/MH/MI 02	01/01/2022 - 01/31/2022	01/20/2022	02/15/2022	02/20/2022	02/01/2022
MO/MH/MI 03	02/01/2022 - 02/28/2022	02/17/2022	03/15/2022	03/20/2022	03/01/2022
MO/MH/MI 04	03/01/2022 - 03/31/2022	03/21/2022	04/15/2022	04/20/2022	04/01/2022
MO/MH/MI 05	04/01/2022 - 04/30/2022	04/20/2022	05/15/2022	05/20/2022	05/02/2022
MO/MH/MI 06	05/01/2022 - 05/31/2022	05/20/2022	06/15/2022	06/20/2022	06/01/2022
MO/MH/MI 07	06/01/2022 - 06/30/2022	06/21/2022	07/15/2022	07/20/2022	07/01/2022
MO/MH/MI 08	07/01/2022 - 07/31/2022	07/20/2022	08/15/2022	08/20/2022	08/01/2022
MO/MH/MI 09	08/01/2022 - 08/31/2022	08/19/2022	09/15/2022	09/20/2022	09/01/2022
MO/MH/MI 10	09/01/2022 - 09/30/2022	09/20/2022	10/15/2022	10/20/2022	10/03/2022
MO/MH/MI 11	10/01/2022 - 10/31/2022	10/20/2022	11/15/2022	11/20/2022	11/01/2022
MO/MH/MI 12	11/01/2022 - 11/30/2022	11/18/2022	12/15/2022	12/20/2022	12/01/2022

Dates may be subject to change due to unforeseen circumstances

Revised 12/01/2021