



OLD DOMINION UNIVERSITY RESEARCH FOUNDATION

PAY SCHEDULE 2022 – Calendar Year

<u>2–Week Pay Period</u>	<u>Epas Due</u>	<u>Timesheet Due</u>	<u>Pay date</u>	<u>Pay Cycle</u>
12/19/21 - 01/01/22	*12/10/21	01/03/22	01/07/22	201
01/02/22 - 01/15/22	*12/21/21	*01/14/22	01/21/22	202
01/16/22 - 01/29/22	01/14/22	01/31/22	02/04/22	203
01/30/22 - 02/12/22	01/28/22	02/14/22	02/18/22	204
02/13/22 - 02/26/22	02/11/22	02/28/22	03/04/22	205
02/27/22 - 03/12/22	02/25/22	03/14/22	03/18/22	206
03/13/22 - 03/26/22	03/11/22	03/28/22	04/01/22	207
03/27/22 - 04/09/22	03/25/22	04/11/22	04/15/22	208
04/10/22 - 04/23/22	04/08/22	04/25/22	04/29/22	209
04/24/22 - 05/07/22	04/22/22	05/09/22	05/13/22	210
05/08/22 - 05/21/22	*04/29/22	05/23/22	05/27/22	211
05/22/22 - 06/04/22	05/20/22	06/06/22	06/10/22	212
06/05/22 - 06/18/22	06/03/22	*06/17/22	06/24/22	213
06/19/22 - 07/02/22	06/17/22	*07/01/22	07/08/22	214
07/03/22 - 07/16/22	07/01/22	07/18/22	07/22/22	215
07/17/22 - 07/30/22	07/15/22	08/01/22	08/05/22	216
07/31/22 - 08/13/22	07/29/22	08/15/22	08/19/22	217
08/14/22 - 08/27/22	*08/12/22	08/29/22	09/02/22	218
08/28/22 - 09/10/22	08/26/22	09/12/22	09/16/22	219
09/11/22 - 09/24/22	09/09/22	09/26/22	09/30/22	220
09/25/22 - 10/08/22	09/23/22	10/10/22	10/14/22	221
10/09/22 - 10/22/22	10/07/22	10/24/22	10/28/22	222
10/23/22 - 11/05/22	10/21/22	*11/04/22	11/10/22	223
11/06/22 - 11/19/22	11/04/22	*11/18/22	11/25/22	224
11/20/22 - 12/03/22	11/18/22	12/05/22	12/09/22	225
12/04/22 - 12/17/22	12/02/22	12/19/22	12/23/22	226

* Earlier submission of e-PAS forms or time sheets requested due to new semester or holiday observance.

** ODURF/ODU is CLOSED Friday 12/23/22 through Monday 01/02/23.

- **We MUST have the time sheets by 10 AM** on for **Wednesday, December 21, 2022** for the **12/18/22 - 12/31/22 pay period BEFORE Winter Break.** You may estimate your time for the week to process payroll for the 1/6/2023 pay date. Any corrections may be made on the following pay period (pay date 01/20/23).
- **Please submit** e-pas no later than **Friday, December 09, 2022, for pay periods through January 6, 2023.**
- **Please submit** e-pas no later than **Tuesday, January 3, 2023, for the pay period paid on January 20, 2023.**

Payroll Authorizations (e-PAS) and hourly time sheets are ALWAYS due by 10 A.M. on the due date.