

MURRAY STATE UNIVERSITY  
 2022 PAYROLL CALENDAR  
 EMPLOYEES PAID MONTHLY  
 PAY SCHEDULE

YEAR	PR ID	PR NO	PAY OF MONTH	PAY PERIOD		PAY CHECK DATE	PA COMPLETED DATE (A)	PAYROLL RUN DATE (B)	PAYROLL RUN TIME (B)
2022	MN	1	1	January 1, 2022	January 31, 2022	January 31, 2022	January 18, 2022	January 20, 2022	9:00 AM
2022	MN	2	1	February 1, 2022	February 28, 2022	February 28, 2022	February 15, 2022	February 17, 2022	9:00 AM
2022	MN	3	1	March 1, 2022	March 31, 2022	March 31, 2022	March 15, 2022	March 17, 2022	9:00 AM
2022	MN	4	1	April 1, 2022	April 30, 2022	April 29, 2022	April 18, 2022	April 20, 2022	9:00 AM
2022	MN	5	1	May 1, 2022	May 31, 2022	May 31, 2022	May 17, 2022	May 19, 2022	9:00 AM
2022	MN	6	1	June 1, 2022	June 30, 2022	June 30, 2022	June 17, 2022	June 21, 2022	9:00 AM
2022	MN	7	1	July 1, 2022	July 31, 2022	July 29, 2022	July 18, 2022	July 20, 2022	9:00 AM
2022	MN	8	1	August 1, 2022	August 31, 2022	August 31, 2022	August 18, 2022	August 22, 2022	9:00 AM
2022	MN	9	1	September 1, 2022	September 30, 2022	September 30, 2022	September 19, 2022	September 21, 2022	9:00 AM
2022	MN	10	1	October 1, 2022	October 31, 2022	October 31, 2022	October 18, 2022	October 20, 2022	9:00 AM
2022	MN	11	1	November 1, 2022	November 30, 2022	November 30, 2022	PENDING	PENDING	9:00 AM
2022	MN	12	1	December 1, 2022	December 31, 2022	PENDING	PENDING	PENDING	9:00 AM

(A) TO BE INCLUDED ON THIS PAYROLL, PA'S MUST BE IN THE PAYROLL OFFICE WITH COMPLETED SIGNATURES.

PA'S NOT RECEIVED BY THIS DATE WILL NOT BE PAID THAT MONTH.

(B) DATE AND TIME FOR PROCESSING PAYROLL.

LEAVE REPORTS

YEAR	PR ID	PR NO	PAY OF MONTH	START DATE	END DATE	LEAVE REPORTS ENTER ON WEB FROM	LEAVE REPORTS ENTER ON WEB TO	TIME DUE	APPROVAL DUE DATE	TIME DUE
2022	MN	1	1	January 1, 2022	January 31, 2022	January 1, 2022	February 7, 2022	3:00 PM	February 9, 2022	3:00 PM
2022	MN	2	1	February 1, 2022	February 28, 2022	February 1, 2022	March 7, 2022	3:00 PM	March 9, 2022	3:00 PM
2022	MN	3	1	March 1, 2022	March 31, 2022	March 1, 2022	April 5, 2022	3:00 PM	April 7, 2022	3:00 PM
2022	MN	4	1	April 1, 2022	April 30, 2022	April 1, 2022	May 5, 2022	3:00 PM	May 9, 2022	3:00 PM
2022	MN	5	1	May 1, 2022	May 31, 2022	May 1, 2022	June 6, 2022	3:00 PM	June 8, 2022	3:00 PM
2022	MN*	6	1	June 1, 2022	June 30, 2022	June 1, 2022	PENDING		PENDING	
2022	MN	7	1	July 1, 2022	July 31, 2022	July 1, 2022	August 5, 2022	3:00 PM	August 9, 2022	3:00 PM
2022	MN	8	1	August 1, 2022	August 31, 2022	August 1, 2022	September 6, 2022	3:00 PM	September 8, 2022	3:00 PM
2022	MN	9	1	September 1, 2022	September 30, 2022	September 1, 2022	October 5, 2022	3:00 PM	October 7, 2022	3:00 PM
2022	MN	10	1	October 1, 2022	October 31, 2022	October 1, 2022	November 7, 2022	3:00 PM	November 9, 2022	3:00 PM
2022	MN	11	1	November 1, 2022	November 30, 2022	November 1, 2022	December 5, 2022	3:00 PM	December 7, 2022	3:00 PM
2022	MN	12	1	December 1, 2022	December 31, 2022	December 1, 2022	PENDING		PENDING	

\* - DEADLINE IS EARLY DUE TO YEAR END PROCESSING. TIME WILL NEED TO BE ESTIMATED FOR THE REMAINDER OF THE MONTH.

09/13/2021