

2022 Personnel Transactions Data Entry Deadline Schedule

PAY CHECK NUMBER	PAY DATE	SERVICE PERIOD	PAY ID	TRANSACTION REQUESTS MUST BE SUBMITTED TO EPAF@WAYNE.EDU NO LATER THAN 5:00PM
01	01/05/22	12/13/21 - 12/26/21 01/01/22 - 01/14/22 01/01/22 - 01/13/22	BW 9M PF	
02	01/19/22	12/27/21 - 01/09/22 01/15/22 - 01/28/22 01/14/22 - 01/27/22	BW 9M PF	
03	02/02/22	01/10/22 - 01/23/22 01/29/22 - 02/11/22 01/28/22 - 02/10/22	BW 9M PF	
04	02/16/22	01/24/22 - 02/06/22 02/12/22 - 02/25/22 02/11/22 - 02/24/22	BW 9M PF	
05	03/02/22	02/07/22 - 02/20/22 02/26/22 - 03/11/22 02/25/22 - 03/10/22	BW 9M PF	
06	03/16/22	02/21/22 - 03/06/22 03/12/22 - 03/25/22 03/11/22 - 03/24/22	BW 9M PF	03/02/22
07	03/30/22	03/07/22 - 03/20/22 03/26/22 - 04/08/22 03/25/22 - 04/07/22	BW 9M PF	03/16/22
08	04/13/22	03/21/22 - 04/03/22 04/09/22 - 04/22/22 04/08/22 - 04/21/22	BW 9M PF	03/30/22
09	04/27/22	04/04/22 - 04/17/22 04/23/22 - 05/06/22 04/22/22 - 05/05/22	BW 9M PF	04/13/22
10	05/11/22	04/18/22 - 05/01/22 05/07/22 - 05/16/22 05/06/22 - 05/19/22	BW 9M PF	04/27/22
11	05/25/22	05/02/22 - 05/15/22 05/20/22 - 06/02/22	BW PF	05/11/22
12	06/08/22	05/16/22 - 05/29/22 06/03/22 - 06/16/22	BW PF	05/25/22
13	06/22/22	05/30/22 - 06/12/22 06/17/22 - 06/30/22	BW PF	06/08/22
14	07/06/22	06/13/22 - 06/26/22 07/01/22 - 07/14/22	BW PF	06/22/22
15	07/20/22	06/27/22 - 07/10/22 07/15/22 - 07/28/22	BW PF	07/06/22
16	08/03/22	07/11/22 - 07/24/22 07/29/22 - 08/11/22	BW PF	07/20/22
17	08/17/22	07/25/22 - 08/07/22 08/18/22 - 09/01/22 08/12/22 - 08/25/22	BW 9M PF	08/03/22

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PAY CHECK NUMBER	PAY DATE	SERVICE PERIOD	PAY ID	TRANSACTION REQUESTS MUST BE SUBMITTED TO EPAF@WAYNE.EDU NO LATER THAN 5:00PM
18	08/31/22	08/08/22 - 08/21/22 09/02/22 - 09/15/22 08/26/22 - 09/08/22	BW 9M PF	08/17/22
19	09/14/22	08/22/22 - 09/04/22 09/16/22 - 09/29/22 09/09/22 - 09/22/22	BW 9M PF	08/31/22
20	09/28/22	09/05/22 - 09/18/22 09/30/22 - 10/13/22 09/23/22 - 10/06/22	BW 9M PF	09/14/22
21	10/12/22	09/19/22 - 10/02/22 10/14/22 - 10/27/22 10/07/22 - 10/20/22	BW 9M PF	09/28/22
22	10/26/22	10/03/22 - 10/16/22 10/28/22 - 11/10/22 10/21/22 - 11/03/22	BW 9M PF	10/12/22
23	11/09/22	10/17/22 - 10/30/22 11/11/22 - 11/24/22 11/04/22 - 11/17/22	BW 9M PF	10/26/22
24	11/23/22	10/31/22 - 11/13/22 11/25/22 - 12/08/22 11/18/22 - 12/01/22	BW 9M PF	11/09/22
25	12/07/22	11/14/22 - 11/27/22 12/09/22 - 12/22/22 12/02/22 - 12/15/22	BW 9M PF	11/18/22***
26	12/21/22	11/28/22 - 12/11/22 12/23/22 - 12/31/22 12/16/22 - 12/31/22	BW 9M PF	12/07/22

**** ACCELERATED DEADLINE DUE TO HOLIDAY**

*****Short data entry period due to Holiday**

NOTES:

Future transactions will have a personnel date equal to or greater than the first day of the pay period.

Calendar is subject to change.