

FY22 PAY PERIODS AND PAY DATES SCHEDULE

	BI-WEEKLY PAY SCHEDULE	PAY PERIOD DATES	D A Y	PAY DATE	D A Y	WEB TIMESHEETS AVAILABLE BY 2 PM	D A Y	WEB TIMESHEETS MUST BE APPROVED BY 12 NOON*	ADJUSTMENTS
	20	05/01/21 - 05/14/21	F	05/21/21	W	05/05/21	F	05/14/21	
	22	05/15/21 - 05/28/21	F	06/04/21	W	05/19/21	Th	05/27/21	A
Banner Bi-Weekly (BW) #	24	05/29/21 - 06/11/21	F	06/18/21	W	06/02/21	F	06/11/21	
	26	06/12/21 - 06/25/21	F	07/02/21	W	06/16/21	F	06/25/21	
	28	06/26/21 - 07/09/21	F	07/16/21	W	06/30/21	F	07/09/21	
	30	07/10/21 - 07/23/21	F	07/30/21	W	07/14/21	F	07/23/21	
	32	07/24/21 - 08/06/21	F	08/13/21	W	07/28/21	F	08/06/21	
	34	08/07/21 - 08/20/21	F	08/27/21	W	08/11/21	F	08/20/21	
	36**	08/21/21 - 09/03/21	F	09/10/21	W	08/25/21	Th	09/02/21	B
	38	09/04/21 - 09/17/21	F	09/24/21	W	09/08/21	F	09/17/21	
	40	09/18/21 - 10/01/21	F	10/08/21	W	09/22/21	F	10/01/21	
	42	10/02/21 - 10/15/21	F	10/22/21	W	10/06/21	F	10/15/21	
	44	10/16/21 - 10/29/21	F	11/05/21	W	10/20/21	F	10/29/21	
	46	10/30/21 - 11/12/21	F	11/19/21	W	11/03/21	F	11/12/21	
	48	11/13/21 - 11/26/21	F	12/03/21	W	11/17/21	W	11/24/21	C
	50	11/27/21 - 12/10/21	F	12/17/21	W	12/01/21	Th	12/09/21	D
	52***	12/11/21 - 12/24/21	Th	12/30/21	F	12/10/21	W	12/15/21	E
Workday Pay Period End (PPE) Date	PPE 1/7/22	12/25/21 - 01/07/22	F	01/14/22	W	01/05/22	F	01/07/22	
	PPE 1/21/22	01/08/22 - 01/21/22	F	01/28/22	W	01/05/22	F	01/21/22	
	PPE 2/4/22	01/22/22 - 02/04/22	F	02/11/22	W	01/19/22	Sa	02/05/22	
	PPE 2/18/22	02/05/22 - 02/18/22	F	02/25/22	W	02/02/21	Sa	02/19/22	
	PPE 3/4/22	02/19/22 - 03/04/22	F	03/11/22	W	02/16/22	Sa	03/05/22	
	PPE 3/18/22	03/05/22 - 03/18/22	F	03/25/22	W	03/02/22	W	03/16/22	F
	PPE 4/1/22	03/19/22 - 04/01/22	F	04/08/22	W	03/16/22	Sa	04/02/22	
	PPE 4/15/22	04/02/22 - 04/15/22	F	04/22/22	W	03/30/16	Sa	04/16/22	
	PPE 4/29/22	04/16/22 - 04/29/22	F	05/06/22	W	04/13/22	Sa	04/30/22	
	PPE 5/13/22	04/30/22 - 05/13/22	F	05/20/22	W	04/27/22	Sa	05/14/22	
	PPE 5/27/22**	05/14/22 - 05/27/22	F	06/03/22	W	05/11/22	Th	05/26/22	G
	PPE 6/10/22	05/28/22 - 06/10/22	F	06/17/22	W	05/25/22	Sa	06/11/22	
	PPE 6/24/22	06/11/22 - 06/24/22	F	07/01/22	W	06/08/22	Sa	06/25/22	
	PPE 7/8/22	06/25/22 - 07/08/22	F	07/15/22	W	06/22/22	Sa	07/09/22	

IMPORTANT REMINDERS

*Managers must approve all timesheets by the applicable 12 noon deadline. Employees must ask their manager to confirm when they must complete and submit their timesheet for review and approval to ensure their Manager can meet this deadline.

**There are twenty (20) pay periods in the 2021-2022 Academic Year. The first pay period of the Academic Year is BW36 in Banner; ten-Month Faculty and Staff begin work on August 23, 2021. The 2021-2022 Academic Year ends May 20, 2022, which is PPE May 27, 2022 in Workday.

***The last pay date in 2021 is the final payroll to be processed in Banner. Payroll is scheduled to go live in Workday in January 2022.

ADDITIONAL INFORMATION

-- Spring Break for Faculty and Students is March 14-20, 2022.

-- Spring Break for Staff is March 17-18, 2022.

-- Final date to use 2021 Annual and Personal Leave is December 23, 2021.

-- Please note the following Web Timesheet Deadline and/or Pay Date adjustments due to College Closings (see above):

A. Early Web Timesheet deadline due to Memorial Day Holiday on May 31, 2021.

B. Early Web Timesheet deadline due to Labor Day Holiday on September 6, 2021.

C. Early Web Timesheet deadline due to Thanksgiving Holidays on November 25-26, 2021.

D. Early Web Timesheet deadline due to Winter Break on December 24, 2021-January 2, 2022.

E. Early Web Timesheet deadline due to Winter Break. Early Pay Date on December 30, 2021; banks are closed on December 31, 2021 for New Year's Day Holiday.

F. Early Web Timesheet deadline due to Spring Break on March 17-18, 2022.

G. Early Web Timesheet deadline due to Memorial Day Holiday on May 30, 2022.

-- Paylips are available in Workday: Pay app → Payslips (on homepage by pay date), OR View → Payslips

-- Manage your Payment Elections for Payroll and Expense Payments in Workday: Pay app → Actions → Payment Elections (you must be connected to an MC network to make changes to Payment Elections)

-- Contact the Payroll Services Team with any questions at: payroll@montgomerycollege.edu.

FY22 PAID HOLIDAYS FOR STAFF

Year	Holiday	Day and Date	Total Days
FY21	Memorial Day	Monday, May 31, 2021	1
FY22	Juneteenth National Independence Day*	Friday, June 18, 2021	1
FY22	Independence Day	Monday, July 5, 2021	1
FY22	Labor Day	Monday, September 6, 2021	1
FY22	Thanksgiving Day and the Day After	Thursday, November 25, 2021 and Friday, November 26, 2021	2
FY22	Winter Break	Friday, December 24, 2021 through Sunday, January 2, 2022	6
FY22	Dr. Martin Luther King, Jr. Day	Monday, January 17, 2022	1
FY22	Spring Break for Staff	Thursday, March 17, 2022 and Friday, March 18, 2022	2
FY22	Memorial Day	Monday, May 30, 2022	1

*Note: This holiday was added after the 2021-22 Academic Calendar was approved.