

**AMENDED**  
**2021-2022 Payroll Calendar**  
**H and Z Bank**  
**H/Z 740**

H-Bank Pay Period		Z-Bank Pay Period		* APRL 9902 Close date	FMC Timekeeping Close	Payroll Close	Check Date
06/20/21	- 07/03/21	06/13/21	- 06/26/21	06/28/21	06/28/21	06/29/21	07/09/21
07/04/21	- 07/17/21	06/27/21	- 07/10/21	07/12/21	07/12/21	07/13/21	07/23/21
07/18/21	- 07/31/21	07/11/21	- 07/24/21	07/26/21	07/26/21	07/27/21	08/06/21
08/01/21	- 08/14/21	07/25/21	- 08/07/21	08/09/21	08/09/21	08/10/21	08/20/21
08/15/21	- 08/28/21	08/08/21	- 08/21/21	08/23/21	08/23/21	08/24/21	09/03/21
08/29/21	- 09/11/21	08/22/21	- 09/04/21	09/3/22 <sup>1</sup>	09/3/22 <sup>1</sup>	09/07/21	09/17/21
09/12/21	- 09/25/21	09/05/21	- 09/18/21	09/20/21	09/20/21	09/21/21	10/01/21
09/26/21	- 10/09/21	09/19/21	- 10/02/21	10/04/21	10/04/21	10/05/21	10/15/21
10/10/21	- 10/23/21	10/03/21	- 10/16/21	10/18/21	10/18/21	10/19/21	10/29/21
10/24/21	- 11/06/21	10/17/21	- 10/30/21	11/01/21	11/01/21	11/02/21	11/12/21
11/07/21	- 11/20/21	10/31/21	- 11/13/21	11/15/21	11/15/21	11/16/21	11/26/21
11/21/21	- 12/04/21	11/14/21	- 11/27/21	11/29/21	11/29/21	11/30/21	12/10/21
12/05/21	- 12/18/21	11/28/21	- 12/11/21	12/13/21	12/13/21	12/14/21	12/24/21
12/19/21	- 01/01/22	12/12/21	- 12/25/21	12/27/21	12/27/21	12/28/21	01/07/22
01/02/22	- 01/15/22	12/26/21	- 01/08/22	01/10/22	01/10/22	01/11/22	01/21/22
01/16/22	- 01/29/22	01/09/22	- 01/22/22	01/24/22	01/24/22	01/25/22	02/04/22
01/30/22	- 02/12/22	01/23/22	- 02/05/22	02/07/22	02/07/22	02/08/22	02/18/22
02/13/22	- 02/26/22	02/06/22	- 02/19/22	02/18/22 <sup>2</sup>	02/18/22 <sup>2</sup>	02/22/22	03/04/22
02/27/22	- 03/12/22	02/20/22	- 03/05/22	03/07/22	03/07/22	03/08/22	03/18/22
03/13/22	- 03/26/22	03/06/22	- 03/19/22	03/21/22	03/21/22	03/22/22	04/01/22
03/27/22	- 04/09/22	03/20/22	- 04/02/22	04/04/22	04/04/22	04/05/22	04/15/22
04/10/22	- 04/23/22	04/03/22	- 04/16/22	04/18/22	04/18/22	04/19/22	04/29/22
04/24/22	- 05/07/22	04/17/22	- 04/30/22	05/02/22	05/02/22	05/03/22	05/13/22
05/08/22	- 05/21/22	05/01/22	- 05/14/22	05/16/22	05/16/22	05/17/22	05/27/22
05/22/22	- 06/04/22	05/15/22	- 05/28/22	05/27/22 <sup>3</sup>	05/27/22 <sup>3</sup>	05/31/22	06/10/22
06/05/22	- 06/18/22	05/29/22	- 06/11/22	06/13/22	06/13/22	06/14/22	06/24/22
06/19/22	- 07/02/22	06/12/22	- 06/25/22	06/27/22	06/27/22	06/28/22	07/08/22

\* All staffing actions processed in NYCAPS must be in the APRL 9902 screen by this date for payroll to review. All accurate NYCAPS transactions in APRL by this date will be finalized by payroll for the appropriate check date. All staffing actions that are initiated through APRL (i.e. experience, education, assignment differentials, etc.) must be entered in APRL by this date.

Dates are subject to change

FOOTNOTES - Payroll close, Supplementary Payroll Close and Check Dates amended due to holiday's

Labor Day                               09/06/21  
Washington's Birthday               02/21/22  
Memorial Day                            05/30/22

**AMENDED**  
**2021-2022 Payroll Calendar**  
**Q-BANK 742 & 744 Payrolls**  
**(Includes Sub Paras and PSOEP)**

Month		Staffing Close Date	Timekeeping Close Date	Payroll Close Date	EFT Stop Payment Deadline	Check Date
Sept	1st Half	09/01/21	09/02/21	09/03/21	09/10/21	09/15/21
	2nd Half	09/17/21	09/21/21	09/22/21	09/27/21	09/30/21
Oct	1st Half	10/04/21	10/05/21	10/06/21	10/12/21	10/15/21
	2nd Half	10/19/21	10/20/21	10/21/21	10/26/21	10/29/21
Nov	1st Half	11/03/21	11/04/21	11/05/21	11/10/21	11/15/21
	2nd Half	11/17/21	11/18/21	11/19/21	11/24/21	11/30/21
Dec	1st Half	12/03/21	12/06/21	12/07/21	12/10/21	12/15/21
	2nd Half	12/17/21	12/20/21	12/21/21	12/27/21	12/30/21
Jan	1st Half	01/04/22	01/05/22	01/06/22	01/11/22	01/14/22
	2nd Half	01/19/22	01/20/22	01/21/22	01/26/22	01/31/22
Feb	1st Half	02/03/22	02/04/22	02/07/22	02/10/22	02/15/22
	2nd Half	02/15/22	02/16/22	02/17/22	02/23/22	02/28/22
Mar	1st Half	03/03/22	03/04/22	03/07/22	03/10/22	03/15/22
	2nd Half	03/21/22	03/22/22	03/23/22	03/28/22	03/31/22
Apr	1st Half	04/05/22	04/06/22	04/07/22	04/12/22	04/15/22
	2nd Half	04/19/22	04/20/22	04/21/22	04/26/22	04/29/22
May	1st Half	05/04/22	05/05/22	05/06/22	05/11/22	05/16/22
	2nd Half	05/18/22	05/19/22	05/20/22	05/25/22	05/31/22
June	1st Half	06/03/22	06/06/22	06/07/22	06/10/22	06/15/22
	2nd Half	06/17/22	06/21/22	06/22/22	06/27/22	06/30/22
July	1st Half	07/05/22	07/06/22	07/07/22	07/12/22	07/15/22
	2nd Half	07/19/22	07/20/22	07/21/22	07/26/22	07/29/22
Aug	1st Half	08/03/22	08/04/22	08/05/22	08/10/22	08/15/22
	2nd Half	08/19/22	08/22/22	08/23/22	08/26/22	08/31/22

**Please Note:**

The EIS Bulletin Board is a source for information regarding the Payroll/Timekeeping close dates and any changes made to them.

All SREPP and PSOEP are paid on a positive basis for each day/hour worked. As a result, there is one payroll period lag for timekeeping entries.

\* Follow the EIS Bulletin Board for Closing Date Changes

\*\*Follow the PAYROLL ADMINISTRATION MEMORANDUM "End of Year Information and Procedures for E745, Q742 and Q744"

**Dates are subject to change**

**AMENDED**  
**2021-2022 Payroll Calendar**  
**B Pay-Cycle (E745)**

Payroll Period Earn Dates	Timekeeping Entry Date	Timekeeping Close Date	EFT Stop Payment Deadline	Check Date
06/23/21 - 07/06/21		07/13/21	N/A	07/21/21
07/07/21 - 07/20/21		07/27/21	N/A	08/04/21
07/21/21 - 08/03/21		08/10/21	N/A	08/18/21
08/04/21 - 08/17/21		08/24/21	N/A	09/01/21
08/18/21 - 08/31/21	<b>08/25/21 - 09/07/21</b>	09/07/21	N/A	09/15/21
09/01/21 - 09/14/21	09/08/21 - 09/21/21	09/21/21	09/27/21	09/30/21
09/15/21 - 09/28/21	09/22/21 - 10/05/21	10/05/21	10/08/21	10/14/21
09/29/21 - 10/12/21	10/06/21 - 10/19/21	10/19/21	10/25/21	10/28/21
10/13/21 - 10/26/21	10/20/21 - 11/02/21	11/02/21	11/05/21	11/10/21
10/27/21 - 11/09/21	11/03/21 - 11/16/21	11/16/21	11/19/21	11/24/21
11/10/21 - 11/23/21	11/17/21 - 11/30/21	11/30/21	12/06/21	12/09/21
11/24/21 - 12/07/21	12/01/21 - 12/14/21	12/14/21	12/20/21	12/23/21
12/08/21 - 12/21/21	12/15/21 - 12/28/21	12/28/21	01/03/22	01/06/22
12/22/21 - 01/04/22	12/29/21 - 01/11/22	01/11/22	01/14/22	01/20/22
01/05/22 - 01/18/22	01/12/22 - 01/25/22	01/25/22	01/31/22	02/03/22
01/19/22 - 02/01/22	01/26/22 - 02/08/22	02/08/22	02/11/22	02/17/22
02/02/22 - 02/15/22	02/09/22 - 02/22/22	02/22/22	02/28/22	03/03/22
02/16/22 - 03/01/22	02/23/22 - 03/08/22	03/08/22	03/14/22	03/17/22
03/02/22 - 03/15/22	03/09/22 - 03/22/22	03/22/22	03/28/22	03/31/22
03/16/22 - 03/29/22	03/23/22 - 04/05/22	04/05/22	04/11/22	04/14/22
03/30/22 - 04/12/22	04/06/22 - 04/19/22	04/19/22	04/25/22	04/28/22
04/13/22 - 04/26/22	04/20/22 - 05/03/22	05/03/22	05/09/22	05/12/22
04/27/22 - 05/10/22	05/04/22 - 05/17/22	05/17/22	05/23/22	05/26/22
05/11/22 - 05/24/22	05/18/22 - 05/31/22	05/31/22	06/06/22	06/09/22
05/25/22 - 06/07/22	06/01/22 - 06/14/22	06/14/22	06/20/22	06/23/22
06/08/22 - 06/21/22	06/15/22 - 06/28/22	06/28/22	07/01/22	07/07/22
06/22/22 - 07/05/22	06/22/22 - 07/12/22	07/12/22	N/A	07/20/22

**There will not be anticipated days for any employees for June 2022**

Timekeepers should follow all normal timekeeping procedures, based on each payroll period.

The EIS bulletin board is a source for information regarding the payroll/timekeeping close dates and any change made to them.

\*\*\*Thanksgiving 11/25/21 & 11/26/21

\*\*\*Mid-Winter Recess: 02/21/22 - 02/25/22

\*\*\*Winter Recess: 12/24/21 - 12/31/21

\*\*\*Spring Recess: 04/15/22 - 04/22/22

**AMENDED**  
**2021-2022 Payroll Calendar**  
**746 (Per Diem) and 747 (Per Session) Payrolls**

Pay Period Earned Dates	Timekeeping/ Approvals Close Date	Appointments Sent	FISA CALC	EFT Stop Payment Deadline	Check Date
07/01/21 - 07/15/21	07/22/21	07/23/21	07/28/21	07/29/21	08/03/21
07/16/21 - 07/31/21	08/05/21	08/06/21	08/11/21	08/12/21	08/17/21
08/01/21 - 08/15/21	08/19/21	08/20/21	08/25/21	08/27/21	09/01/21
08/16/21 - 08/31/21	09/09/21	09/10/21	09/15/21	09/17/21	09/22/21
09/01/21 - 09/15/21	09/22/21	09/23/21	09/28/21	09/29/21	10/04/21
09/16/21 - 09/30/21	10/06/21	10/07/21	10/13/21	10/14/21	10/19/21
10/01/21 - 10/15/21	10/21/21	10/22/21	10/27/21	10/28/21	11/03/21
10/16/21 - 10/31/21	11/05/21	11/08/21	11/10/21	11/12/21	11/17/21
11/01/21 - 11/15/21	11/19/21	11/22/21	11/24/21	11/29/21	12/02/21
11/16/21 - 11/30/21	12/06/21	12/07/21	12/10/21	12/13/21	12/16/21
12/01/21 - 12/15/21	12/21/21	12/22/21	12/28/21	12/29/21	01/04/22
12/16/21 - 12/31/21	01/06/22	01/07/22	01/12/22	01/13/22	01/19/22
01/01/22 - 01/15/22	01/21/22	01/24/22	01/27/22	01/28/22	02/03/22
01/16/22 - 01/31/22	02/07/22	02/08/22	02/14/22	02/15/22	02/18/22
02/01/22 - 02/15/22	02/18/22	02/22/18	02/28/22	03/01/22	03/04/22
02/16/22 - 02/28/22	03/04/22	03/07/22	03/10/22	03/11/22	03/16/22
03/01/22 - 03/15/22	03/21/22	03/22/22	03/25/22	03/29/22	04/01/22
03/16/22 - 03/31/22	04/06/22	04/07/22	04/12/22	04/13/22	04/19/22
04/01/22 - 04/15/22	04/27/22	04/28/22	05/02/22	05/03/22	05/06/22
04/16/22 - 04/30/22	05/06/22	05/09/22	05/12/22	05/13/22	05/18/22
05/01/22 - 05/15/22	05/19/22	05/20/22	05/25/22	05/26/22	06/01/22
05/16/22 - 05/31/22	06/06/22	06/07/22	06/10/22	06/13/22	06/16/22
06/01/22 - 06/15/22	06/22/22	06/23/22 **	06/28/22	06/29/22	07/05/22
06/16/22 - 06/30/22	06/29/22		07/06/22	07/07/22	07/12/22

**\* TIMEKEEPING DELAYED TO ACCOMMODATE SPRING RECESS**

**\*\* CUT-OFF DATE FOR NEW APPOINTMENTS**

WINTER RECESS: 12/24/21 – 12/31/21  
 SPRING RECESS: 04/15/22 – 04/22/22

MID-WINTER RECESS: 02/21/22 – 02/25/22  
 FY ROLLOVER (TENTATIVE): 06/25/22

DATES ARE SUBJECT TO CHANGE. UP-TO-DATE PAYROLL INFORMATION CAN BE OBTAINED FROM THE PDPS PER DIEM / PER SESSION PAYROLL BULLETIN BOARDS, THE TBNK PER SESSION PAYROLL BULLETIN BOARD, [DOE WEBSITE: https://INFOHUB.NYCED.ORG](https://DOE.INFOHUB.NYCED.ORG) AND THE DFO PAYROLL PORTAL: <https://PAYROLLPORTAL.NYCBOE.NET>