

Payroll Deadlines for Temporary Solutions

November 2021 - December 2022

PP Start (Saturday)	PP End (Friday)	Pay Day	Job Orders Due to TS	Completed Onboarding Due to PC	Timesheets Due by Noon	PP Finalizes
Oct. 30, 2021	Nov. 12, 2021	Wednesday, Nov. 24, 2021	Friday, Oct. 15, 2021	Tuesday, Oct. 26, 2021	Monday, Nov. 15, 2021	Monday, Nov. 22, 2021
Nov. 13, 2021	Nov. 26, 2021	Friday, Dec. 10, 2021	Friday, Oct. 29, 2021	Monday, Nov. 8, 2021	Monday, Nov. 29, 2021	Tuesday, Dec. 7, 2021
Nov. 27, 2021	Dec. 10, 2021	Tuesday, Dec. 21, 2021	Friday, Nov. 12, 2021	Monday, Nov. 22, 2021	Monday, Dec. 13, 2021	Thursday, Dec. 16, 2021
Dec. 11, 2021	Dec. 24, 2022	Friday, Jan. 7, 2022	Wednesday, Nov. 24, 2021	Tuesday, Dec. 7, 2021	Tuesday, Dec. 28, 2021	Tuesday, Jan. 4, 2022
Dec. 25, 2021	Jan. 7, 2022	Friday, Jan. 21, 2022	Friday, Dec. 10, 2021	Tuesday, Dec. 21, 2021	Monday, Jan. 10, 2022	Tuesday, Jan. 18, 2022
Jan. 8, 2022	Jan. 21, 2022	Friday, Feb. 4, 2022	Wednesday, Dec. 22, 2021	Tuesday, Jan. 4, 2022	Monday, Jan. 24, 2022	Tuesday, Feb. 1, 2022
Jan. 22, 2022	Feb. 4, 2022	Friday, Feb. 18, 2022	Friday, Jan. 7, 2022	Tuesday, Jan. 18, 2022	Monday, Feb. 7, 2022	Tuesday, Feb. 15, 2022
Feb. 5, 2022	Feb. 18, 2022	Friday, March 4, 2022	Friday, Jan. 21, 2022	Tuesday, Feb. 1, 2022	Monday, Feb. 21, 2022	Tuesday, March 1, 2022
Feb. 19, 2022	March 4, 2022	Friday, March 18, 2022	Friday, Feb. 4, 2022	Tuesday, Feb. 15, 2022	Monday, March 7, 2022	Tuesday, March 15, 2022
March 5, 2022	March 18, 2022	Friday, April 1, 2022	Friday, Feb. 18, 2022	Tuesday, March 1, 2022	Monday, March 21, 2022	Tuesday, March 29, 2022
March 19, 2022	April 1, 2022	Thursday, April 14, 2022	Friday, March 4, 2022	Tuesday, March 15, 2022	Monday, April 4, 2022	Monday, April 11, 2022
April 2, 2022	April 15, 2022	Friday, April 29, 2022	Friday, March 18, 2022	Tuesday, March 29, 2022	Monday, April 18, 2022	Tuesday, April 26, 2022
April 16, 2022	April 29, 2022	Friday, May 13, 2022	Friday, April 1, 2022	Tuesday, April 12, 2022	Monday, May 2, 2022	Tuesday, May 10, 2022
April 30, 2022	May 13, 2022	Friday, May 27, 2022	Thursday, April 14, 2022	Tuesday, April 26, 2022	Monday, May 16, 2022	Tuesday, May 24, 2022
May 14, 2022	May 27, 2022	Friday, June 10, 2022	Friday, April 29, 2022	Tuesday, May 10, 2022	Tuesday, May 31, 2022	Tuesday, June 7, 2022
May 28, 2022	June 10, 2022	Friday, June 24, 2022	Friday, May 13, 2022	Tuesday, May 24, 2022	Monday, June 13, 2022	Tuesday, June 21, 2022
June 11, 2022	June 24, 2022	Friday, July 8, 2022	Friday, May 27, 2022	Tuesday, June 7, 2022	Monday, June 27, 2022	Tuesday, July 5, 2022
June 25, 2022	July 8, 2022	Friday, July 22, 2022	Friday, June 10, 2022	Tuesday, June 21, 2022	Monday, July 11, 2022	Tuesday, July 19, 2022
July 9, 2022	July 22, 2022	Friday, Aug. 5, 2022	Friday, June 24, 2022	Tuesday, July 5, 2022	Monday, July 25, 2022	Tuesday, Aug. 2, 2022
July 23, 2022	Aug. 5, 2022	Friday, Aug. 19, 2022	Friday, July 8, 2022	Tuesday, July 19, 2022	Monday, Aug. 8, 2022	Tuesday, Aug. 16, 2022
Aug. 6, 2022	Aug. 19, 2022	Friday, Sept. 2, 2022	Friday, July 22, 2022	Tuesday, Aug. 2, 2022	Monday, Aug. 22, 2022	Tuesday, Aug. 30, 2022
Aug. 20, 2022	Sept. 2, 2022	Friday, Sept. 16, 2022	Friday, Aug. 5, 2022	Tuesday, Aug. 16, 2022	Tuesday, Sept. 6, 2022	Tuesday, Sept. 13, 2022
Sept. 3, 2022	Sept. 16, 2022	Friday, Sept. 30, 2022	Friday, Aug. 19, 2022	Tuesday, Aug. 30, 2022	Monday, Sept. 19, 2022	Tuesday, Sept. 27, 2022
Sept. 17, 2022	Sept. 30, 2022	Friday, Oct. 14, 2022	Friday, Sept. 2, 2022	Tuesday, Sept. 13, 2022	Monday, Oct. 3, 2022	Tuesday, Oct. 11, 2022
Oct. 1, 2022	Oct. 14, 2022	Friday, Oct. 28, 2022	Friday, Sept. 16, 2022	Tuesday, Sept. 27, 2022	Monday, Oct. 17, 2022	Tuesday, Oct. 25, 2022
Oct. 15, 2022	Oct. 28, 2022	Thursday, Nov. 10, 2022	Friday, Sept. 30, 2022	Tuesday, Oct. 11, 2022	Monday, Oct. 31, 2022	Monday, Nov. 7, 2022
Oct. 29, 2022	Nov. 11, 2022	Wednesday, Nov. 23, 2022	Friday, Oct. 14, 2022	Tuesday, Oct. 25, 2022	Monday, Nov. 14, 2022	Friday, Nov. 18, 2022
Nov. 12, 2022	Nov. 25, 2022	Friday, Dec. 9, 2022	Friday, Oct. 28, 2022	Tuesday, Nov. 8, 2022	Monday, Nov. 28, 2022	Tuesday, Dec. 6, 2022
Nov. 26, 2022	Dec. 9, 2022	Wednesday, Dec. 21, 2022	Thursday, Nov. 10, 2022	Tuesday, Nov. 22, 2022	Monday, Dec. 12, 2022	Friday, Dec. 16, 2022

Job Orders Due to TS: The date that job orders are due depends on the effective/start date on the job order. For example, a New Hire job order request with a requested start date between December 25, 2021 and January 7, 2022 must be received by 5:00PM on Friday, December 10, 2021 in order for the employee to be paid on Friday, January 21, 2022. Some pay periods require job orders to be submitted earlier than normal due to State holidays. These changes have been highlighted in yellow. Job order requests received between 5:01PM on Friday, December 10, 2021 and 5:00PM on Wednesday, December 22, 2021 will be processed for the Friday, February 4, 2022 pay day, and so on.

Agencies may submit a job order after the deadline for the pay period they would like the employment action to be effective. This is called a **“quick hire.”** The pay day for a quick hire corresponds with the date the job order was submitted. For example, an agency submits a New Hire job order before 5:00PM on Friday, January 7, 2022. The requested start date is Monday, January 10, 2022. Because the job order was submitted after Wednesday, December 22 but before 5:00PM on Friday, January 7, 2022 the earliest first pay day for the New Hire would be Friday, February 18, 2022.

Completed Onboarding Packet Due to PC: DocuSign electronic onboarding packets must be completed by the employee and agency HR and submitted to Temporary Solutions by 5:00PM on the dates in this column for the corresponding pay day. For example, if the job order is received by the correct date (i.e., Friday, December 10, 2021) for the employee to be paid on Friday, January 21, 2022, then the completed onboarding packet is due by 5:00 PM on Tuesday, December 21, 2021.

Packets Due to BEACON: Completed onboarding packets must be uploaded to SharePoint and notification sent to the appropriate BEACON Specialist by noon on the dates in this column.

Timesheets Due by Noon: Temporary Solutions receives approximately 1,500 paper timesheets every two weeks. The dates in this column help provide TS staff members enough time to enter paper timesheet entries and audit all paper and ESS entries before finalization for the corresponding pay period. An extra day is given for State holidays that fall on a Monday. These dates are highlighted in yellow.