

## BIWEEKLY TIME AND ATTENDANCE (TARS) SCHEDULE 2022

V1 (12/2/2021)

| Pay Cycle | Pay Period Begin | Pay Period End | Employee Cutoff -11pm | Supervisor Cutoff - 11pm | Pay Confirm (After 4pm) | Leave Accrual (After 5pm) | Check Date   |
|-----------|------------------|----------------|-----------------------|--------------------------|-------------------------|---------------------------|--------------|
| B1        | 12-12-21         | 12-25-21       | Tue 12-21-21 *        | Wed 12-22-21 *           | Wed 12-29-21*           |                           | Wed 01-05-22 |
| B2        | 12-26-21         | 01-08-22       | Sun 01-09-22          | Mon 01-10-22             | Thu 01-13-22            | Tue 01-18-22              | Wed 01-19-22 |
| B1        | 01-09-22         | 01-22-22       | Sun 01-23-22          | Mon 01-24-22             | Thu 01-27-22            |                           | Wed 02-02-22 |
| B2        | 01-23-22         | 02-05-22       | Sun 02-06-22          | Mon 02-07-22             | Thu 02-10-22            | Mon 02-14-22              | Wed 02-16-22 |
| B1        | 02-06-22         | 02-19-22       | Thu 02-17-22 *        | Fri 02-18-22 *           | Thu 02-24-22            |                           | Wed 03-02-22 |
| B2        | 02-20-22         | 03-05-22       | Sun 03-06-22          | Mon 03-07-22             | Thu 03-10-22            | Mon 03-14-22              | Wed 03-16-22 |
| B3**      | 03-06-22         | 03-19-22       | Sun 03-20-22          | Mon 03-21-22 *           | Thu 03-24-22            |                           | Wed 03-30-22 |
| B1        | 03-20-22         | 04-02-22       | Sun 04-03-22          | Mon 04-04-22             | Thu 04-07-22            | Mon 04-11-22              | Wed 04-13-22 |
| B2        | 04-03-22         | 04-16-22       | Sun 04-17-22          | Mon 04-18-22             | Thu 04-21-22            |                           | Wed 04-27-22 |
| B1        | 04-17-22         | 04-30-22       | Sun 05-01-22          | Mon 05-02-22             | Thu 05-05-22            | Mon 05-09-22              | Wed 05-11-22 |
| B2        | 05-01-22         | 05-14-22       | Sun 05-15-22          | Mon 05-16-22             | Thu 05-19-22            |                           | Wed 05-25-22 |
| B1        | 05-15-22         | 05-28-22       | Thu 05-26-22 *        | Fri 05-27-22 *           | Thu 06-02-22            | Mon 06-06-22              | Wed 06-08-22 |
| B2        | 05-29-22         | 06-11-22       | Sun 06-12-22          | Mon 06-13-22             | Thu 06-16-22            |                           | Wed 06-22-22 |
| B1        | 06-12-22         | 06-25-22       | Sun 06-26-22          | Mon 06-27-22 *           | Thu 06-30-22            | Tue 07-05-22              | Wed 07-06-22 |
| B2        | 06-26-22         | 07-09-22       | Sun 07-10-22          | Mon 07-11-22             | Thu 07-14-22            |                           | Wed 07-20-22 |
| B1        | 07-10-22         | 07-23-22       | Sun 07-24-22          | Mon 07-25-22             | Thu 07-28-22            | Mon 08-01-22              | Wed 08-03-22 |
| B2        | 07-24-22         | 08-06-22       | Sun 08-07-22          | Mon 08-08-22             | Thu 08-11-22            |                           | Wed 08-17-22 |
| B3**      | 08-07-22         | 08-20-22       | Sun 08-21-22          | Mon 08-22-22             | Thu 08-25-22            | Mon 08-29-22              | Wed 08-31-22 |
| B1        | 08-21-22         | 09-03-22       | Thu 09-01-22 *        | Fri 09-02-22 *           | Thu 09-08-22            |                           | Wed 09-14-22 |
| B2        | 09-04-22         | 09-17-22       | Sun 09-18-22          | Mon 09-19-22             | Thu 09-22-22            | Mon 09-26-22              | Wed 09-28-22 |
| B1        | 09-18-22         | 10-01-22       | Sun 10-02-22          | Mon 10-03-22             | Thu 10-06-22            |                           | Wed 10-12-22 |
| B2        | 10-02-22         | 10-15-22       | Sun 10-16-22          | Mon 10-17-22             | Thu 10-20-22            | Mon 10-24-22              | Wed 10-26-22 |
| B1        | 10-16-22         | 10-29-22       | Sun 10-30-22          | Mon 10-31-22             | Thu 11-03-22            |                           | Wed 11-09-22 |
| B2        | 10-30-22         | 11-12-22       | Sun 11-13-22          | Mon 11-14-22             | Thu 11-17-22            | Mon 11-21-22              | Wed 11-23-22 |
| B1        | 11-13-22         | 11-26-22       | Sun 11-27-22          | Mon 11-28-22             | Thu 12-01-22            |                           | Wed 12-07-22 |
| B2        | 11-27-22         | 12-10-22       | Sun 12-11-22          | Mon 12-12-22             | Thu 12-15-22            | Mon 12-19-22              | Wed 12-21-22 |
| B1        | 12-11-22         | 12-24-22       | Wed 12-21-22 *        | Thu 12-22-22 *           | Thu 12-29-22            |                           | Wed 01-04-23 |

\*Early Date Cutoff; \*\*Flat Dollar Deduction Holiday

\*\*\*\* TAA's: For Monthly/Hourly paid employee deadlines, refer to TARS Monthly Schedule.