2022 WORKDAY PAYROLL DOCUMENT CALENDAR

**LEGEND**
- **5pm Timesheet Approval Deadline**
- **5pm Costing Allocation Deadline**
- **WSU Paid Holiday**
- **Payday**
- **Time Entry Unlocked for Prior Period Adjustments**
- **Costing Allocations must be fully executed**
- **Earnings Statements Viewable to Employees**
- **Retro Run to capture all prior to current submitted & approved actions**

**January**

- **5pm Timesheet Approval Deadline**
- **5pm Costing Allocation Deadline**
- **WSU Paid Holiday**
- **Payday**

**February**

- **5pm Timesheet Approval Deadline**
- **5pm Costing Allocation Deadline**
- **WSU Paid Holiday**
- **Payday**

**March**

- **5pm Timesheet Approval Deadline**
- **5pm Costing Allocation Deadline**
- **WSU Paid Holiday**
- **Payday**

**April**

- **5pm Timesheet Approval Deadline**
- **5pm Costing Allocation Deadline**
- **WSU Paid Holiday**
- **Payday**

**May**

- **5pm Timesheet Approval Deadline**
- **5pm Costing Allocation Deadline**
- **WSU Paid Holiday**
- **Payday**

**June**

- **5pm Timesheet Approval Deadline**
- **5pm Costing Allocation Deadline**
- **WSU Paid Holiday**
- **Payday**

**July**

- **5pm Timesheet Approval Deadline**
- **5pm Costing Allocation Deadline**
- **WSU Paid Holiday**
- **Payday**

**August**

- **5pm Timesheet Approval Deadline**
- **5pm Costing Allocation Deadline**
- **WSU Paid Holiday**
- **Payday**

**September**

- **5pm Timesheet Approval Deadline**
- **5pm Costing Allocation Deadline**
- **WSU Paid Holiday**
- **Payday**

**October**

- **5pm Timesheet Approval Deadline**
- **5pm Costing Allocation Deadline**
- **WSU Paid Holiday**
- **Payday**

**November**

- **5pm Timesheet Approval Deadline**
- **5pm Costing Allocation Deadline**
- **WSU Paid Holiday**
- **Payday**

**December**

- **5pm Timesheet Approval Deadline**
- **5pm Costing Allocation Deadline**
- **WSU Paid Holiday**
- **Payday**