

## 2022 SHRA (Biweekly) Lockout and Confirm Schedule

Pay Period Number	Pay Period	School / Division ePAR Approvals deadline  Deadline Noon	TIM Admin Deadline  Deadline 5 pm	Central Office ePAR Approvals deadline  Deadline End of day	Payroll lockout (all transactions due)  Transactions due by Noon	Payroll confirm date  Lockout ends Noon	Payday
B14	Dec 20 - Jan 02	Jan 05	Jan 04	Jan 06	Jan 07	Jan 11	Jan 14
B15	Jan 03 - Jan 16	Jan 13	Jan 18	Jan 18	Jan 19	Jan 21	Jan 28
B16	Jan 17– Jan 30	Feb 01	Feb 01	Feb 03	Feb 04	Feb 08	Feb 11
B17	Jan 31 - Feb 13	Feb 11	Feb 15	Feb 15	Feb 16	Feb 18	Feb 25
B18	Feb 14 – Feb 27	Mar 01	Mar 01	Mar 03	Mar 04	Mar 08	Mar 11
B19	Feb 28 – Mar 13	Mar 15	Mar 15	Mar 17	Mar 18	Mar 22	Mar 25
B20	Mar 14 - Mar 27	Mar 29	Mar 29	Mar 31	Apr 01	Apr 05	Apr 08
B21	Mar 28 - Apr 10	Apr 11	Apr 12	Apr 13	Apr 14	Apr 19	Apr 22
B22	Apr 11 - Apr 24	Apr 26	Apr 26	Apr 28	Apr 29	May 03	May 06
B23	Apr 25 - May 08	May 10	May 10	May 12	May 13	May 17	May 20
B24	May 09 - May 22	May 23	May 24	May 25	May 26	May 31	Jun 03
B25	May 23 - Jun 05	Jun 07	Jun 07	Jun 09	Jun 10	Jun 14	Jun 17
B26	Jun 06 - Jun 19	Jun 21	Jun 21	Jun 23	Jun 24	Jun 28	Jul 01
B01	Jun 20 - Jul 03	Jul 05	Jul 05	Jul 07	Jul 08	Jul 12	Jul 15
B02	Jul 04 - Jul 17	Jul 15	Jul 19	Jul 19	Jul 20	Jul 22/26	Jul 29
B03	Jul 18 – Jul 31	Aug 02	Aug 02	Aug 04	Aug 05	Aug 09	Aug 12
B04	Aug 1 - Aug 14	Aug 15	Aug 16	Aug 17	Aug 18	Aug 22	Aug 26
B05	Aug 15 - Aug 28	Aug 29	Aug 30	Aug 31	Sep 01	Sep 06	Sep 09
B06	Aug 29 - Sep 11	Sep 13	Sep 13	Sep 15	Sep 16	Sep 20	Sep 23
B07	Sep 12 - Sep 25	Sep 27	Sep 27	Sep 29	Sep 30	Oct 04	Oct 07
B08	Sep 26 - Oct 09	Oct 11	Oct 11	Oct 13	Oct 14	Oct 18	Oct 21
B09	Oct 10 - Oct 23	Oct 25	Oct 25	Oct 27	Oct 28	Nov 01	Nov 04
B10	Oct 24 - Nov 6	Nov 08	Nov 08	Nov 10	Nov 11	Nov 15	Nov 18
B11	Nov 7 - Nov 20	Nov 18	Nov 22	Nov 22	Nov 23	Nov 29	Dec 02
B12	Nov 21 - Dec 04	Dec 06	Dec 06	Dec 08	Dec 09	Dec 13	Dec 16
B13	Dec 05 - Dec 18	Dec 15	Dec 19	Dec 19	Dec 20	Dec 22	Dec 30

**Yellow Rows indicate a double-lockout period.** Double lockout occurs when both pay cycles align on the same payday and affect how the payroll is processed. On these days specified, biweekly paychecks will be processed first and lockout will remain until monthly paychecks are also processed.