

2022 Participant Payroll Schedule

Payroll Period	Payroll Dates	Time Sheet Due Thursdays	Payday Thursdays
1	January 1 – January 13	January 13	January 20
2	January 14 – January 27	January 27 - CSEP	February 3
3	January 28– February 10	February 10	February 17
4	February 11– February 24	February 24 - CSEP	March 3
5	February 25 – March 10	March 10	March 17
6	March 11 – March 24	March 24 - CSEP	March 31
7	March 25 – April 7th	April 7	April 14
8	April 8 – April 21	April 21 - CSEP	April 28
9	April 22 – May 5	May 5	May 12
10	May 6 – May 19	May 19 - CSEP	May 26
11	May 20 – June 2	June 2	June 9
12	June 3 – June 16	June 16 - CSEP	June 23
13	June 17 – June 23	June 23 – Last wioA & CSEP Payroll for 2021-2022	June 30
14	June 24 – July 7	July 7	July 14
15	July 8 – July 21	July 21 - CSEP	July 28
16	July 22 – August 4	August 4	August 11
17	August 5 – August 18	August 18 - CSEP	August 25
18	August 19 – September 1	September 1	September 8
19	September 2 – September 15	September 15	September 22
20	September 16 – September 29	September 29 - CSEP	October 6
21	September 30 – October 13	October 13	October 20
22	October 14 – October 27	October 27 - CSEP	November 3
23	October 28 – November 10	November 10	November 17
24	November 11 – November 24	November 24 - CSEP	December 1
25	November 25 – December 8 -	December 8 - CSEP	December 15
25a	December 9 - December 15	December 15	December 22
26	December 16 – December 31	December 21 st , 2022	January 5, 2023

- Timesheets must have a completed **Supervisor Evaluation** and be **signed by participant and supervisor** for processing.
- Email your completed timesheet to: Payroll.cinow@gmail.com and your Career Mentor/Job Coach on the last day of the pay period by 5 p.m.
- Hours that are not submitted by the Timesheet Due Date will need to have Administrative approval for payment, therefore payment will be delayed.
- Time claimed 30 days past the time it is due will not be eligible for payment.