

Archdiocese of Louisville Parish, Agency, School Payroll Calendar

January 1 – December 31, 2022

A pay week is typically from **Sunday to Saturday** and overtime calculations for non-exempt employees should be calculated based on this seven day period. Overtime calculations do not include holiday/sick/vacation/personal leave time.
Be attentive to pay periods in which a work week falls into the next pay period when calculating overtime pay.

Paydays are the 15th and the last day of the month. If the 15th or the last day of the month falls on a Saturday, Sunday, or Holiday, pay day will be on the preceding Friday. The pay period is driven by the pay date.

Pay period for EXEMPT and NON- EXEMPT SALARY basis employees	Pay period for HOURLY employees	Timesheets due to office no later than:	File processed and released BETWEEN 8AM AND 3PM:	Pay date direct deposit funds posted to employee's account	*Holiday
1/1-1/15	12/28-1/10	Monday, January 10, 2022	Wednesday, January 12, 2022	Friday, January 14, 2022	Day After Christmas Observed 12/31/21 & New Year's Day 1/3/22
Please note: due to the short pay period, timesheets are due January 10, 2022					
1/16-1/31	1/11-1/24	Tuesday, January 25, 2022	Thursday, January 27, 2022	Monday, January 31, 2022	Martin L. King 1/17/22
2/1-2/15	1/25-2/7	Wednesday, February 9, 2022	Friday, February 11, 2022	Tuesday, February 15, 2022	
2/16-2/28	2/8-2/21	Tuesday, February 22, 2022	Thursday, February 24, 2022	Monday, February 28, 2022	
3/1-3/15	2/22-3/8	Wednesday, March 9, 2022	Friday, March 11, 2022	Tuesday, March 15, 2022	
3/16-3/31	3/9-3/23	Friday, March 25, 2022	Tuesday, March 29, 2022	Thursday, March 31, 2022	
4/1-4/15	3/24-4/7	Monday, April 11, 2022	Wednesday, April 13, 2022	Friday, April 15, 2022	
4/16-4/30	4/8-4/22	Monday, April 25, 2022	Wednesday, April 27, 2022	Friday, April 29, 2022	Good Friday 4/15/22
5/1-5/15	4/23-5/7	Monday, May 9, 2022	Wednesday, May 11, 2022	Friday, May 13, 2022	
5/16-5/31	5/8-5/22	Tuesday, May 24, 2022	Thursday, May 26, 2022	Tuesday, May 31, 2022	
6/1-6/15	5/23-6/7	Thursday, June 9, 2022	Monday, June 13, 2022	Wednesday, June 15, 2022	Memorial day 5/30/22
6/16-6/30	6/8-6/22	Friday, June 24, 2022	Tuesday, June 28, 2022	Thursday, June 30, 2022	
7/1-7/15	6/23-7/7	Monday, July 11, 2022	Wednesday, July 13, 2022	Friday, July 15, 2022	Fourth of July 7/4/22
7/16-7/31	7/8-7/23	Monday, July 25, 2022	Wednesday, July 27, 2022	Friday, July 29, 2022	
8/1-8/15	7/24-8/7	Tuesday, August 9, 2022	Thursday, August 11, 2022	Monday, August 15, 2022	
8/16-8/31	8/8-8/23	Thursday, August 25, 2022	Monday, August 29, 2022	Wednesday, August 31, 2022	
9/1-9/15	8/24-9/7	Friday, September 9, 2022	Tuesday, September 13, 2022	Thursday, September 15, 2022	Labor Day 9/5/22
9/16-9/30	9/8-9/22	Monday, September 26, 2022	Wednesday, September 28, 2022	Friday, September 30, 2022	
10/1-10/15	9/23-10/7	Monday, October 10, 2022	Wednesday, October 12, 2022	Friday, October 14, 2022	
10/16-10/31	10/8-10/23	Tuesday, October 25, 2022	Thursday, October 27, 2022	Monday, October 31, 2022	
11/1-11/15	10/24-11/7	Tuesday, November 8, 2022	Thursday, November 10, 2022	Tuesday, November 15, 2022	
11/16-11/30	11/8-11/22	Tuesday, November 22, 2022	Monday, November 28, 2022	Wednesday, November 30, 2022	
Please note: due to the short pay period, timesheets are due November 22, 2022					
12/1-12/15	11/23-12/8	Friday, December 9, 2022	Tuesday, December 13, 2022	Thursday, December 15, 2022	Thanksgiving 11/24 & 11/25
12/16-12/31	12/9-12/26	Thursday, December 22, 2022	Wednesday, December 28, 2022	Friday, December 30, 2022	Christmas 12/23 & 12/26

Please note: due to the holidays schedule, holiday pay for Christmas Eve & Christmas Day will need to be included on the timesheets due 12/22/22