

**CEI Employee Payroll Calendar - Semi-Monthly  
Beginning January 2022**

| <b>Pay Date</b>   | <b>Pay Period<br/>Begin<br/>Date</b> | <b>Pay Period<br/>End<br/>Date</b> | <b>Time Card Approval<br/>Due to HR/Payroll by<br/>midnight</b> | <b>Due to HR/Payroll by<br/>3pm: Address Change,<br/>Direct Deposit, W-4,<br/>Voluntary Deduction</b> | <b>Hours per pay<br/>period (based on<br/>8 hr/day)</b> |
|-------------------|--------------------------------------|------------------------------------|---|---|---|
| <b>1/14/2022</b>  | 12/16/2021                           | 12/31/2021                         | 1/2/2022  | 12/27/2021  | 96  |
| <b>1/31/2022</b>  | 1/1/2022                             | 1/15/2022                          | 1/17/2022   | 1/10/2022   | 80  |
| <b>2/15/2022</b>  | 1/16/2022                            | 1/31/2022                          | 2/2/2022  | 1/26/2022   | 88  |
| <b>2/28/2022</b>  | 2/1/2022                             | 2/15/2022                          | 2/17/2022   | 2/10/2022   | 88  |
| <b>3/15/2022</b>  | 2/16/2022                            | 2/28/2022                          | 3/2/2022  | 2/23/2022   | 72  |
| <b>3/31/2022</b>  | 3/1/2022                             | 3/15/2022                          | 3/17/2022   | 3/10/2022   | 88  |
| <b>4/15/2022</b>  | 3/16/2022                            | 3/31/2022                          | 4/2/2022  | 3/28/2022   | 96  |
| <b>4/29/2022</b>  | 4/1/2022                             | 4/15/2022                          | 4/17/2022   | 4/11/2022   | 88  |
| <b>5/13/2022</b>  | 4/16/2022                            | 4/30/2022                          | 5/2/2022  | 4/25/2022   | 80  |
| <b>5/31/2022</b>  | 5/1/2022                             | 5/15/2022                          | 5/17/2022   | 5/10/2022   | 80  |
| <b>6/15/2022</b>  | 5/16/2022                            | 5/31/2022                          | 6/2/2022  | 5/26/2022   | 96  |
| <b>6/30/2022</b>  | 6/1/2022                             | 6/15/2022                          | 6/17/2022   | 6/10/2022   | 88  |
| <b>7/15/2022</b>  | 6/16/2022                            | 6/30/2022                          | 7/2/2022  | 6/27/2022   | 88  |
| <b>7/29/2022</b>  | 7/1/2022                             | 7/15/2022                          | 7/17/2022   | 7/11/2022   | 88  |
| <b>8/15/2022</b>  | 7/16/2022                            | 7/31/2022                          | 8/2/2022  | 7/26/2022   | 80  |
| <b>8/31/2022</b>  | 8/1/2022                             | 8/15/2022                          | 8/17/2022   | 8/10/2022   | 88  |
| <b>9/15/2022</b>  | 8/16/2022                            | 8/31/2022                          | 9/2/2022  | 7/26/2022   | 96  |
| <b>9/30/2022</b>  | 9/1/2022                             | 9/15/2022                          | 9/17/2022   | 9/9/2022  | 88  |
| <b>10/14/2022</b> | 9/16/2022                            | 9/30/2022                          | 10/2/2022   | 9/23/2022   | 88  |
| <b>10/31/2022</b> | 10/1/2022                            | 10/15/2022                         | 10/17/2022  | 10/10/2022  | 80  |
| <b>11/15/2022</b> | 10/16/2022                           | 10/31/2022                         | 11/2/2022   | 10/26/2022  | 88  |
| <b>11/30/2022</b> | 11/1/2022                            | 11/15/2022                         | 11/17/2022  | 11/10/2022  | 88  |
| <b>12/15/2022</b> | 11/16/2022                           | 11/30/2022                         | 12/2/2022   | 11/23/2022  | 88  |
| <b>12/30/2022</b> | 12/1/2022                            | 12/15/2022                         | 12/17/2022  | 12/9/2022   | 88  |