



5053 Ritter Road, Suite 100  
 Mechanicsburg, PA 17055  
 (717) 458-0021  
 (717) 317-5732 Fax

SEMI-MONTHLY & MONTHLY PAYROLL SCHEDULE

CALENDAR YEAR: \_\_\_\_\_ 2022 \_\_\_\_\_

Please complete the schedule below regarding your semi-monthly or monthly payroll needs. Once you have completed the form, sign and date it, please return to Paytime by scanning & emailing to [focus@paytimepayroll.com](mailto:focus@paytimepayroll.com) or by fax **717-317-5732**. Please be advised that **2:00 pm** is the submission deadline to have your payroll delivered on the next business day.

Month	Period End Date	Pay Date	Transmit Date
<b>January</b>			
First Pay			
Second Pay			
<b>February</b>			
First Pay			
Second Pay			
<b>March</b>			
First Pay			
Second Pay			
<b>April</b>			
First Pay			
Second Pay			
<b>May</b>			
First Pay			
Second Pay			
<b>June</b>			
First Pay			
Second Pay			
<b>July</b>			
First Pay			
Second Pay			
<b>August</b>			
First Pay			
Second Pay			
<b>September</b>			
First Pay			
Second Pay			
<b>October</b>			
First Pay			
Second Pay			
<b>November</b>			
First Pay			
Second Pay			
<b>December</b>			
First Pay			
Second Pay			

I/We have stated the above information accurately.

**SIGNATURE** \_\_\_\_\_ **TITLE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**COMPANY** \_\_\_\_\_ **CO #** \_\_\_\_\_