



# 2022 Pay Periods, Holidays, Orientation Schedule, & Personnel Action Form Due Dates

## 2022

Shading alternates to show actual pay periods

### JANUARY

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

### FEBRUARY

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5
6	7	8	9	10	11	12

### MARCH

S	M	T	W	T	F	S
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

### APRIL

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

### MAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

### JUNE

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

### JULY

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

### AUGUST

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

### SEPTEMBER

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

### OCTOBER

S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

### NOVEMBER

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

### DECEMBER

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

#### PAY DAYS & P.A.s DUE

P.A.s received late may be processed the following pay period.

#### HOLIDAYS (for M-F schedules)

MLK JR Day - Jan. 17th Units 1, 4, 6, 8, & NB  
 Memorial Day - May 30th  
 Veteran's Day - Nov. 11th, excludes Unit 7  
 Christmas Observance - Dec. 26th

President's Day - Feb. 21st, Unit 5 & NB SHF  
 Independence Day - July 4th  
 Thanksgiving Day - Nov. 24th  
 Floating Christmas Holiday - Dec. 27th

Good Friday - April 15th, Unit 7 only  
 Labor Day - Sept 5th  
 Day After Thanksgiving - Nov. 25th  
 New Year's Day 22 Observance - Jan 2nd

#### NEW HIRE ORIENTATION

Black Hawk County Orientation is Conducted by Human Resources

It will be held on the 1st Wednesday of each month from 8:30 am to approximately Noon at:  
 The Black Hawk County Courthouse 316 E. 5th Street Waterloo, IA 50703 - Room #B-37A

#### IMPORTANT ITEMS TO REMEMBER:

- \* Employees may park in the courthouse parking lot (1 hour area) in the back 2 rows
- \* Employees should bring their New Hire Orientation Folder with them; all benefit forms must be completed and turned in before leaving orientation so employees should have all necessary dependent information to complete the forms (ie: birthdates, social security numbers)
- \* Employees should bring their 'ORIENTATION CHECKLIST' signed by their supervisor to orientation; they will also be collected at the end of orientation
- \* Employees should know whether or not they are to report to work after orientation