



2022 Weekly Payroll Schedule (January through June)

Online timecard submissions: Due Sunday night by midnight

<u>Pay Period</u>	<u>Paper Timecards Due – Kalispell</u>	<u>Paper Timecards Due – Bozeman and Missoula</u>	<u>Pay Date</u>
12/27/21-1/2/22	1/4/2022	1/3/2022	1/7/22
1/3/22-1/9/22	1/11/22	1/10/22	1/14/22
1/10/22-1/16/22	1/18/22	1/17/22	1/21/22
1/17/22-1/23/22	1/25/22	1/24/22	1/28/22
1/24/22-1/30/22	2/1/22	1/31/22	2/4/22
1/31/22-2/6/22	2/8/22	2/7/22	2/11/22
2/7/22-2/13/22	2/15/22	2/14/22	2/18/22
2/14/22-2/20/22	2/22/22	2/21/22	2/25/22
2/21/22-2/27/22	3/1/22	2/28/22	3/4/22
2/28/22-3/6/22	3/8/22	3/7/22	3/11/22
3/7/22-3/13/22	3/15/22	3/14/22	3/18/22
3/14/22-3/20/22	3/22/22	3/21/22	3/25/22
3/21/22-3/27/22	3/29/22	3/28/22	4/1/22
3/28/22-4/3/22	4/5/22	4/4/22	4/8/22
4/4/22-4/10/22	4/12/22	4/11/22	4/15/22
4/11/22-4/17/22	4/19/22	4/18/22	4/22/22
4/18/22-4/24/22	4/26/22	4/25/22	4/29/22
4/25/22-5/1/22	5/3/22	5/2/22	5/6/22
5/2/22-5/8/22	5/10/22	5/9/22	5/13/22
5/9/22-5/15/22	5/17/22	5/16/22	5/20/22
5/16/22-5/22/22	5/24/22	5/23/22	5/27/22
**5/23/22-5/29/22	5/31/22	5/31/22	6/3/22
5/30/22-6/5/22	6/7/22	6/6/22	6/10/22
6/6/22-6/12/22	6/14/22	6/13/22	6/17/22
6/13/22-6/19/22	6/21/22	6/20/22	6/24/22
6/20/22-6/26/22	6/28/22	6/27/22	7/1/22
**6/27/22-7/3/22	7/5/22	7/5/22	7/8/22

Approved paper timecards must be submitted **by 1:00 p.m.** on the due date and may be submitted:

In Person: Bring it to our office during office hours M-F 8:00 am – 5:00 pm

Email: accounting@lcstaffing.com (Kalispell and Bozeman offices)

Email: mreceptionist@lcstaffing.com (Missoula office only)

****Holiday: please note alternative due/pay dates, office closures**