

2022 SEMHA PAYROLL CALENDAR



January						
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					

February						
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					

March						
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		

April						
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

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				

June						
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		

July						
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						

August						
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			

September						
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	

Key

- Deadline to submit TS..... ■
- Payday..... ■
- Observed Holidays..... ■
- Ending Pay Periods..... ■

October						
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					

November						
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			

December						
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

ess.semha.org :444/sta

SEMHA Phone (313) 873-6500
SEMHA Fax (313) 873-8199

For your specific policy, please contact Payroll

Listed below are the holidays for 2022 and the dates which SEMHA will observe them *NOT all programs celebrate the same holidays.*

CALL PAYROLL TO GET A COPY OF YOUR SPECIFIC POLICY

New Year's Day	Monday, January 3, 2022
Martin Luther King Day	Monday, January 17, 2022
President's Day	Monday, February 21, 2022
Good Friday	Friday, April 15, 2022
Memorial Day	Monday, May 30, 2022
Juneteenth Day	Monday, June 20, 2022
Independence Day	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022
Columbus Day	Monday, October 10, 2022
Election Day	Tuesday, November 8, 2022
Veteran's Day	Friday, November 11, 2022
Thanksgiving Day	Thursday, November 24, 2022
Day after Thanksgiving	Friday, November 25, 2022
Christmas Eve	Friday, December 23, 2022
Christmas Day	Monday, December 26, 2022
New Year's Eve	Friday, December 30, 2022

MILEAGE SUBMISSION DATES FOR 2022 Mileage is paid once a month

Received By:	Paid On:
01 /12/22	01/21/22
02/09/22	02/18/22
03/09/22	03/18/22
04/06/22	04/15/22
05/18/22	05/27/22
06/15/22	06/24/22
07/13/22	07/22/22
08/10/22	08/19/22
09/07/22	09/16/22
10/19/22	10/28/22
11/09/22	11/25/22
12/14/22	12/23/22

TIMESHEET: ess.semha.org:444/sta **PRINT and VEW PAYSTUB:** ess.semha.org:444/selfservice

- 1.-Using a new device to open your timesheet? you will need to allow the pop-up blocker
- 2.-Which timesheet is for me? "Hours Entry" if you are Exempt and "Time Entry" for Non-Exempt
- 3.-Sending a time off request? Once approved, automatically will populate on your timesheet
- 4.-Got locked out in STA? You'll need to call SEMHA's Payroll department
- 5.-Time balance? From STA>Employee Maintenance>Employee information>Accrual summary
- 6.-Are you leaving SEMHA? You'll loose access to both STA & ESS once HR processes paper work