



## 2022 Open Source Integrators Pay Day & Holiday Calendar

Note: OSI paydays are regularly scheduled for the 10<sup>th</sup> and 25<sup>th</sup> of the month. Pay days that fall on weekends or holidays will be paid on the previous business day.

Work Period	Direct Deposit
December 16-31	January 10th
January 1-15	January 25th
January 16-31	February 10th
February 1-15	February 25th
February 16-28	March 10th
March 1-15	March 25th
March 16-31	April 8th
April 1-15	April 25th
April 16-30	May 10th
May 1-15	May 25th
May 16-31	June 10th
June 1-15	June 24th
June 16-30	July 8th
July 1-15	July 25th
July 16-31	August 10th
August 1-15	August 25th
August 16-31	September 9th
September 1-15	September 23rd
September 16-30	October 7th
October 1-15	October 25th
October 16-31	November 10th
November 1-15	November 25th
November 16-30	December 9th
December 1-15	December 23rd

### OSI Holidays 2022

Friday, December 31, 2021  
 Friday, April 15, 2022  
 Monday, May 30, 2022  
 Monday, July 4, 2022  
 Monday, September 5, 2022  
 Friday, November 11, 2022  
 Thursday, November 24, 2022  
 Monday, December 26, 2022  
 One Floating Holiday

### OSI Expense Submissions

Expense reports for expenses incurred during the 1-15 pay period are due no later than 9:00 a.m. on the 16<sup>th</sup> or if the 16<sup>th</sup> is on a weekend the following business day. Expense reports for expenses incurred during the 16-end of month pay period are due no later than 9:00 a.m. on the 1<sup>st</sup> or following business day if the 1<sup>st</sup> falls on a weekend.

### Ursa Retirement Plan Deferral Changes

Changes made to 401(k) deferrals between the 1<sup>st</sup> and 15<sup>th</sup> are applied to the 25<sup>th</sup> direct deposit. Changes made between the 16<sup>th</sup> and last day of the month are applied to the 10<sup>th</sup> direct deposit.