

# 2022 Refund Check Schedule

## WHEN YOU CAN EXPECT YOUR REFUND CHECK

ERF will pay refunds for terminations with \*lump sum payouts effective in Workday on or before the 15th of the month at the end of the current month.

The schedule below provides a guide for the date you can expect your refund check based on your Termination/lump sum payout date in the City's system of record, Workday by the Human Resources Department. Refunds cannot be processed until your status is terminated in Workday and you have received your lump sum payment.

**To avoid any delay in your refund, make sure your department completes your termination paperwork.**

If you have received your *lump sum payout & your last day of work is on	Your check will be mailed on	If you terminate after the first bi-weekly pay period your check will be mailed on
January 14, 2022	January 31, 2022	February 28, 2022
February 15, 2022	February 28, 2022	March 31, 2022
March 15, 2022	March 31, 2022	April 29, 2022
April 15, 2022	April 29, 2022	May 31, 2022
May 13, 2022	May 31, 2022	June 30, 2022
June 15, 2022	June 30, 2022	July 29, 2022
July 15, 2022	July 29, 2022	August 31, 2022
August 15, 2022	August 31, 2022	September 30, 2022
September 15, 2022	September 30, 2022	October 28, 2022
October 14, 2022	October 28, 2022	November 30, 2022
November 15, 2022	November 30, 2022	December 30, 2022
December 15, 2022	December 30, 2022	January 31, 2023

\* Lump Sum Payout (sick or vacation payment) from the City Controller's office.