

STAFF PAYROLL SCHEDULE (2021-2022)

PAY PERIOD DATES	SUBMISSION DATE HR DOCUMENTS DUE TO HR BY 3:00pm	SUBMISSION DATE TIME CARDS DUE TO MANAGER BY 1:00pm	SUBMISSION DATE TIME CARDS DUE TO PAYROLL BY 9:00am	PAY DATE	HELPFUL INFO
DOCUMENTS/TIME CARDS DUE EARLY					
05/15/21 - 05/28/21	05/14/21	05/28/21	05/31/21	06/04/21	
05/29/21 - 06/11/21	05/28/21	06/11/21	06/14/21	06/18/21	*Memorial Day (5/31) - University Closed
06/12/21 - 06/25/21	06/11/21	06/25/21	06/28/21	07/02/21	
06/26/21 - 07/09/21	06/25/21	07/09/21	07/12/21	07/16/21	*Independence Day (7/5) - University Closed
07/10/21 - 07/23/21	07/09/21	07/23/21	07/26/21	07/30/21	
07/24/21 - 08/06/21	07/23/21	08/06/21	08/09/21	08/13/21	
08/07/21 - 08/20/21	08/06/21	08/20/21	08/23/21	08/27/21	
08/21/21 - 09/03/21	08/20/21	09/03/21	09/06/21	09/10/21	*Labor Day (9/6) - University Closed
09/04/21 - 09/17/21	09/03/21	09/17/21	09/20/21	09/24/21	
09/18/21 - 10/01/21	09/17/21	10/01/21	10/04/21	10/08/21	
10/02/21 - 10/15/21	10/01/21	10/15/21	10/18/21	10/22/21	
10/16/21 - 10/29/21	10/15/21	10/29/21	11/01/21	11/05/21	
10/30/21 - 11/12/21	10/29/21	11/12/21	11/15/21	11/19/21	*Veterans Day (11/11) - University Closed
11/13/21 - 11/26/21	11/12/21	11/26/21	11/29/21	12/03/21	*Thanksgiving Break (11/25-11/26) - University Closed
11/27/21 - 12/10/21	11/26/21	12/10/21	12/13/21	12/17/21	
12/11/21 - 12/24/21	12/10/21	12/24/21	12/24/21	12/31/21	
12/25/21 - 01/07/22	12/24/21	01/07/22	01/10/22	01/14/22	*New Years Day (1/3) - University Closed
01/08/22 - 01/21/22	01/07/22	01/21/22	01/24/22	01/28/22	*Martin Luther King Jr Day (1/17) - University Closed
01/22/22 - 02/04/22	01/21/22	02/04/22	02/07/22	02/11/22	
02/05/22 - 02/18/22	02/04/22	02/18/22	02/21/22	02/25/22	
02/19/22 - 03/04/22	02/18/22	03/04/22	03/08/19	03/11/22	
03/05/22 - 03/18/22	03/04/22	03/18/22	03/21/22	03/25/22	
03/19/22 - 04/01/22	03/18/22	04/01/22	04/04/22	04/08/22	
04/02/22 - 04/15/22	04/01/22	04/15/22	04/18/22	04/22/22	
04/16/22 - 04/29/22	04/15/22	04/29/22	05/02/22	05/06/22	
04/30/22 - 05/13/22	04/29/22	05/13/22	05/16/22	05/20/22	
05/14/22 - 05/27/22	05/13/22	05/27/22	05/30/22	06/03/22	*Memorial Day (5/30) - University Closed
05/28/22 - 06/10/22	05/27/22	06/10/22	06/13/22	06/17/22	
06/11/22 - 06/24/22	06/10/22	06/24/22	06/27/22	07/01/22	
06/25/22 - 07/08/22	06/24/22	07/08/22	07/11/22	07/15/22	*Independence Day (7/4) - University Closed
07/09/22 - 07/22/22	07/08/22	07/22/22	07/25/22	07/29/22	
07/23/22 - 08/05/22	07/22/22	08/05/22	08/08/22	08/12/22	
08/06/22 - 08/19/22	08/05/22	08/19/22	08/22/22	08/26/22	

OBSERVED HOLIDAYS/BREAKS

Memorial Day - May 31, 2021

Independence Day - July 5, 2021

Labor Day - September 6, 2021

Veterans Day - November 11, 2021

Thanksgiving - November 25-26, 2021

New Year - January 3, 2022

Martin Luther King Day - January 17, 2022

Memorial Day - May 30, 2022

Independence Day - July 4, 2022