

STUDENT 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	Holidays/Breaks
DOCUMENTS/TIME CARDS DUE EARLY					
05/08/21 - 05/21/21	05/07/21	05/21/21	05/24/21	06/04/21	
05/22/21 - 06/04/21	05/21/21	06/04/21	06/07/21	06/18/21	*Memorial Day (5/31) - University Closed
06/05/21 - 06/18/21	06/09/21	06/18/21	06/21/21	07/02/21	
06/19/21 - 07/02/21	06/23/21	07/02/21	07/02/21	07/16/21	*Independence Day (7/5) - University Closed
07/03/21 - 07/16/21	07/07/21	07/16/21	07/19/21	07/30/21	
07/17/21 - 07/30/21	07/21/21	07/30/21	08/02/21	08/13/21	
07/31/21 - 08/13/21	08/04/21	08/13/21	08/16/21	08/27/21	
08/14/21 - 08/27/21	08/18/21	08/27/21	08/30/21	09/10/21	
08/28/21 - 09/10/21	09/01/21	09/10/21	09/13/21	09/24/21	*Labor Day (9/6) - University Closed
09/11/21 - 09/24/21	09/15/21	09/24/21	09/27/21	10/08/21	
09/25/21 - 10/08/21	09/29/21	10/08/21	10/11/21	10/22/21	
10/09/21 - 10/22/21	10/13/21	10/22/21	10/25/21	11/05/21	
10/23/21 - 11/05/21	10/27/21	11/05/21	11/08/21	11/19/21	
11/06/21 - 11/19/21	11/10/21	11/19/21	11/22/21	12/03/21	*Veterans Day (11/11) - University Closed
11/20/21 - 12/03/21	11/24/21	12/03/21	12/06/21	12/17/21	*Thanksgiving Break (11/25-11/26) - University Closed
12/04/21 - 12/17/21	12/03/21	12/17/21	12/20/21	12/31/21	
12/18/21 - 12/31/21	12/17/21	12/31/21	12/31/21	01/14/22	*New Year (1/3/22) - University Closed
01/01/22 - 01/14/22	12/31/21	01/14/22	01/14/22	01/28/22	
01/15/22 - 01/28/22	01/14/22	01/28/22	01/31/22	02/11/22	*Martin Luther King Day (1/17) - University Closed
01/29/22 - 02/11/22	01/28/22	02/11/22	02/14/22	02/25/22	
02/12/22 - 02/25/22	02/11/22	02/25/22	02/28/22	03/11/22	
02/26/22 - 03/11/22	02/25/22	03/11/22	03/14/22	03/25/22	
03/12/22 - 03/25/22	03/11/22	03/25/22	03/28/22	04/08/22	
03/26/22 - 04/08/22	03/25/22	04/08/22	04/11/22	04/22/22	
04/09/22 - 04/22/22	04/08/22	04/22/22	04/25/22	05/06/22	
04/23/22 - 05/06/22	04/22/22	05/06/22	05/09/22	05/20/22	
05/07/22 - 05/20/22	05/06/22	05/20/22	05/29/21	06/03/22	
05/21/22 - 06/03/22	05/20/22	06/03/22	06/06/22	06/17/22	*Memorial Day (5/30) - University Closed
06/04/22 - 06/17/22	06/03/22	06/17/22	06/20/22	07/01/22	
06/18/22 - 07/01/22	06/17/22	07/01/22	07/01/22	07/15/22	*Independence Day (7/4) - University Closed
07/02/22 - 07/15/22	07/01/22	07/15/22	07/18/22	07/29/22	
07/16/22 - 07/29/22	07/15/22	07/29/22	08/01/22	08/12/22	
07/30/22 - 08/12/22	07/29/22	08/12/22	08/15/22	08/26/22	
OBSERVED HOLIDAYS/BREAKS					
Memorial Day - May 31, 2021			New Year - January 3, 2022		
Independence Day - July 5, 2021			Martin Luther King Day - January 17, 2022		
Labor Day - September 6, 2021			Memorial Day - May 30, 2022		
Veterans Day - November 11, 2021			Independence Day - July 4, 2022		
Thanksgiving - November 25-26, 2021					