

PAYROLL BI-WEEKLY PROCESSING SCHEDULE 2021-2022

ALL SALARY OR POSITION CHANGES MUST BE EFFECTIVE ON A SUNDAY. THE SALARY OR POSITION FORM MUST BE SUBMITTED TO HR **at least 5 DAYS PRIOR TO THE EFFECTIVE DATE.**

Please submit your completed Salary or Position change Forms to HR no later than 3:00 p.m. on Friday for changes to take effect five business days later (always on a Sunday). For example, forms that are submitted on Friday, July 2 will go into effect on Sunday, July 11.

BI-WEEKLY PAYROLL: OFFICE SUPPORT, TECHNICAL, CRAFTS AND TRADES, AND TEMP NON-STUDENTS

Payroll information is due to HR by the deadline dates below. This information includes:

- Hire completed
- Termination date
- Extra Compensation

BI-WEEKLY SCHEDULE

Please note: PDC and grant-funded renewal forms follow the semi-monthly schedule.

PAY DATE	DEADLINE
7/09/2021	6/25/2021
7/23/2021	7/09/2021
8/06/2021	7/23/2021
8/20/2021	8/06/2021
9/03/2021	8/20/2021
9/17/2021	9/03/2021

10/01/2021	9/17/2021
10/15/2021	10/01/2021
10/29/2021	10/15/2021
11/12/2021	10/29/2021
11/26/2021	11/12/2021
12/10/2021	11/26/2021
12/24/2021	12/09/2021
1/07/2022	12/24/2022
1/21/2022	1/07/2022
2/04/2022	1/21/2022
2/18/2022	2/4/2022
3/04/2022	2/18/2022
3/18/2022	3/4/2022
4/01/2022	3/18/2022
4/15/2022	4/1/2022
4/29/2022	4/15/2022
5/13/2022	4/29/2022
5/27/2022	5/13/2022
6/10/2022	5/27/2022
6/24/2022	6/10/2022
7/08/2022	6/24/2022
7/22/2022	7/08/2022
8/05/2022	7/22/2022
8/19/2022	8/05/2022
9/02/2022	8/19/2022
9/16/2022	9/02/2022
9/30/2022	9/16/2022
10/14/2022	9/30/2022
10/28/2022	10/14/2022
11/10/2022	10/28/2022
11/25/2022	11/10/2022
12/09/2022	11/25/2022
12/23/2022	12/09/2022