

PAYROLL 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.

SEMI-MONTHLY: ADMIN PROFESSIONAL AND FACULTY

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

- Hire completed
- Termination date
- Extra Compensation

SEMI-MONTHLY SCHEDULE

Please note: The PDC form follow the semi-monthly schedule.

PAY DATE	DEADLINE
7/15/2021	6/28/2021
7/30/2021	7/16/2021
8/13/2021	7/30/2021
8/31/2021	8/17/2021
9/15/2021	9/01/2021
9/30/2021	9/16/2021

10/15/2021	10/01/2021
10/29/2021	10/15/2021
11/15/2021	11/01/2021
11/30/2021	11/15/2021
12/15/2021	12/01/2021
12/31/2021	12/13/2021
1/14/2022	12/21/2021
1/31/2022	1/17/2022
2/15/2022	2/01/2022
2/28/2022	2/14/2022
3/15/2022	3/01/2022
3/31/2022	3/17/2022
4/15/2022	4/01/2022
4/29/2022	4/15/2022
5/13/2022	4/29/2022
5/31/2022	5/17/2022
6/15/2022	6/01/2022
6/30/2022	6/16/2022
7/15/2022	6/27/2022
7/29/2022	7/15/2022
8/15/2022	8/01/2022
8/31/2022	8/17/2022
9/15/2022	9/01/2022
9/30/2022	9/16/2022
10/14/2022	9/30/2022
10/31/2022	10/17/2022
11/15/2022	11/01/2022
11/30/2022	11/16/2022
12/15/2022	12/01/2022
12/30/2022	12/14/2022