

MONTHLY PAYROLL SCHEDULE 2021 - 2022

Month	Payroll ID	Supervisors/Managers approve pending time deadline @ 5PM	CTOD & LWOP Deadline @ 5PM	Return LOA & Timekeepers Approvals - Deadline @ 5PM	CAMPUS LOCKOUT @ 5PM EHRA & SHRA actions plus Supplemental Pay must be entered into the HR system & supporting documentation submitted to HRIM	Distribution Changes Completed @ 5PM	Authorization & Supplemental Pay Detail Report Approval @ 5PM	Payroll Confirmed (Lockout remains pending Distribution)	Pay Day	Off-Cycle Check Request Deadline @5PM **	Off Cycle Check Payday	Holidays / Comments
July	20221R01	Jul 6	Jul 9	Jul 16	Jul 15	Jul 19	Jul 22	Jul 23	Jul 30	Aug 5	Aug 13	Independence Day Mon Jul 5
Aug	20221R02	Aug 6	Aug 13	Aug 13	Aug 16	Aug 18	Aug 23	Aug 24	Aug 31	Sep 7	Sep 15	
Sep	20221R03	*Sep 5	Sept 10	Sept 17	Sept 15	Sept 17	Sept 22	Sep 23	Sep 30	Oct 6	Oct 15	Labor Day Mon Sept 6
Oct	20221R04	Oct 6	Oct 8	Oct 15	Oct 14	Oct 18	Oct 21	Oct 22	Oct 29	Nov 4	Nov 15	
Nov	20221R05	Nov 6	Nov 5	Nov 12	Nov 11	Nov 15	Nov 18	Nov 19	Nov 30	N/A	Pay on 1R06	Thanksgiving Nov 25-26
Dec	20221R06	*Dec 2	Dec 3	Dec 3	Dec 7	Dec 9	Dec 14	Dec 15	*Dec 22	Jan 6	Jan 14	Winter Break Dec 24 - 31
Jan	20221R07	Jan 6	Jan 14	Jan 14	Jan 13	Jan 18	Jan 21	Jan 24	Jan 31	Feb 4	Feb 15	ML King Jr Mon Jan 17
Feb	20221R08	Feb 6	Feb 11	Feb 11	Feb 11	Feb 15	Feb 18	Feb 21	Feb 28	Mar 4	Mar 15	
Mar	20221R09	Mar 6	Mar 11	Mar 18	Mar 16	Mar 18	Mar 23	Mar 24	Mar 31	Apr 6	Apr 15	
Apr	20221R10	Apr 6	Apr 8	Apr 15	Apr 14	Apr 18	Apr 21	Apr 22	Apr 29	May 5	May 13	
May	20221R11	May 6	May 13	May 13	May 13	May 17	May 20	May 23	May 31	Jun 6	Jun 15	Memorial Day Mon May 30
June	20221R12	Jun 6	Jun 10	Jun 17	Jun 15	Jun 17	Jun 22	Jun 23	Jun 30	Jul 6	Jul 15	

CTOD - CompTime on Demand

LWOP - Leave Without Pay

LOA - Leave of Absence

* Deviations Due to Holiday

** By this date, an Off-Cycle Check Request form must be submitted to the appropriate Personnel Office & received by Payroll. All related backup must be completed & approved.

Deadlines are 5 PM unless otherwise noted