

2021-2022 ADMIN Payroll Calendar

The Campus Deadline date is the absolute last deadline for HR & Payroll Services to receive any forms (GER, Extra Service, etc.) resulting in a personnel action that needs to be processed in the associated payroll period. After the deadline, any late transactions will be updated to the following payroll effective date and processed in the following pay period.

Pay Period	Campus Deadline	Payroll Period Dates		Check Date
01	03/18/21	04/01/21	04/14/21	04/28/21
02	04/01/21	04/15/21	04/28/21	05/12/21
03	04/15/21	04/29/21	05/12/21	05/26/21
04	04/29/21	05/13/21	05/26/21	06/09/21
05	05/13/21	05/27/21	06/09/21	06/23/21
06	05/27/21	06/10/21	06/23/21	07/07/21
07	06/10/21	06/24/21	07/07/21	07/21/21
08	06/24/21	07/08/21	07/21/21	08/04/21
09	07/08/21	07/22/21	08/04/21	08/18/21
10	07/22/21	08/05/21	08/18/21	09/01/21
11	08/05/21	08/19/21	09/01/21	09/15/21
12	*08/01/21	09/02/21	09/15/21	09/29/21
13	09/02/21	09/16/21	09/29/21	10/13/21
14	09/16/21	09/30/21	10/13/21	10/27/21
15	09/30/21	10/14/21	10/27/21	11/10/21
16	10/14/21	10/28/21	11/10/21	11/24/21
17	10/28/21	11/11/21	11/24/21	12/08/21
18	11/11/21	11/25/21	12/08/21	12/22/21
19	11/25/21	12/09/21	12/22/21	01/05/22
20	12/09/21	12/23/21	01/05/22	01/19/22
21	12/23/21	01/06/22	01/19/22	02/02/22
22	*12/15/21	01/20/22	02/02/22	02/16/22
23	01/20/22	02/03/22	02/16/22	03/02/22
24	02/03/22	02/17/22	03/02/22	03/16/22
25	02/17/22	03/03/22	03/16/22	03/30/22
26	03/03/22	03/17/22	03/30/22	04/13/22

Academic & College Year Dates

Who?	Payroll Dates:	Obligation Start:	Obligation End:	First Check Date:
FT Faculty	Aca Yr 09/01/xx-08/31/xx	08/27/21	05/21/22	09/15/21 partial check 09/29/21 - 25 checks
Adjuncts & GATAs	Aca Yr 09/02/21-06/08/22	08/27/21	05/21/22	09/29/21 - 20 checks
Adjuncts & GATAs	Fa 21 09/02/21-01/19/22	08/27/21	12/24/21	09/29/21 - 10 checks
Adjuncts & GATAs	Sp 22 01/20/22-06/08/22	01/26/22	05/21/22	02/16/22 - 10 checks
PT Coaches	Col Yr 08/05/21-05/25/22	08/01/21	05/31/22	09/01/21 - 21 checks
PT Head Coaches	BIW 08/01/xx-07/31/xx	08/01/21	07/31/22	08/18/21 partial check 09/01/21 - 25 checks

* Early deadlines due to peak staffing/appointment periods.
When hiring for these pay periods, please plan accordingly.