

Full-time Employee Payroll Time Entry & Approval Schedule

Fiscal Year 2021-2022

Month	Year	Pay Period	Holiday Leave (Academic Calendar)	Employee Time Entry Due Date*	Supervisor Time Approval Due Date	Pay Date	Adjusted Paper Timesheet Due Date **
Sep	2021	09/01-09/30	Labor Day 09/06	09/21/2021	09/22/2021	09/30	10/05/2021
Oct	2021	10/01-10/31		10/20/2021	10/21/2021	10/29	11/04/2021
Nov	2021	11/01-11/30	Thanksgiving 11/25-11/26	11/18/2021	11/19/2021	11/30	12/01/2021
Dec	2021	12/01-12/31	Winter Break 12/13-12/31	12/02/2021	12/03/2021	12/10	01/06/2022
Jan	2022	01/01-01/31	Winter Break 01/01 & MLK Day 01/17	01/20/2022	01/21/2022	01/31	02/04/2022
Feb	2022	02/01-02/28		02/21/2022	02/22/2022	02/28	03/04/2022
Mar	2022	03/01-03/31	Spring Break 03/14-03/18	03/23/2022	03/24/2022	03/31	04/06/2022
Apr	2022	04/01-04/30	Spring Holiday 04/15	04/21/2022	04/22/2022	04/29	05/05/2022
May	2022	05/01-05/31	Memorial Day 05/30	05/23/2022	05/24/2022	05/31	06/03/2022
Jun	2022	06/01-06/30		06/22/2022	06/23/2022	06/30	07/06/2022
Jul	2022	07/01-07/31	Independence Day 07/04	07/21/2022	07/22/2022	07/29	08/03/2022
Aug	2022	08/01-08/31		08/23/2022	08/24/2022	08/31	09/06/2022

Please add these due dates to your calendar. Thank you.

* Project leave time you will be using after timesheet due date.

** Any leave time corrections must be submitted to Human Resources via paper timesheet.

The paper timesheet is located on the I Drive/Campus Forms/Timesheet folder.

Avoid using "EMR" leave type unless instructed by HR.

Faculty: 9-month - Complete timesheets for May and August

10.5 month - Complete timesheets for May, August, and all summer months worked