

Payroll Calendar 2021-2022

JULY 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

HR/Payroll Actions *	PAP pull
Payroll close	Off cycle
Payroll Complete	

Time Entry Lock Out 6/11 - 6/30 & 7/1-7/31

07/20/21 HR data entry by 5:00 pm
07/27/21 HR re-entry at 12:00 pm

AUGUST 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

HR/Payroll Actions *	PAP pull
Payroll close	Off cycle
Payroll Complete	

Time Entry Lock Out 7/11 - 8/10/2021

08/23/21 HR data entry by 5:00 pm
08/26/21 HR re-entry at 12:00 pm

SEPTEMBER 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

HR/Payroll Actions *	PAP pull
Payroll close	Off cycle
Payroll Complete	

Time Entry Lock Out 8/11 - 9/10/2021

09/22/21 HR data entry by 5:00 pm
09/28/21 HR re-entry at 12:00 pm

OCTOBER 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

HR/Payroll Actions *	PAP pull
Payroll close	Off cycle
Payroll Complete	

Time Entry Lock Out 9/11 - 10/10/2021

10/21/21 HR data entry by 5:00 pm
10/27/21 HR re-entry at 12:00 pm

NOVEMBER 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

HR/Payroll Actions *	PAP pull
Payroll close	Off cycle
Payroll Complete	

Time Entry Lock Out 10/11 - 11/10/2021

11/18/21 HR data entry by 5:00 pm
11/24/21 HR re-entry at 12:00 pm

DECEMBER 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Pay period is 11/11 to 12/1/2021

HR/Payroll Actions *	PAP pull
Payroll close	Off cycle
Payroll Complete	

Time Entry Lock Out 11/11 - 12/1/2021

12/09/21 HR data entry by 5:00 pm
12/15/21 HR re-entry at 12:00 pm

January 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Pay period is 12/2/2021 to 1/1/2021

HR/Payroll Actions *	PAP pull
Payroll close	Off cycle
Payroll Complete	

Time Entry Lock Out 12/2/21 - 1/10/2022

01/21/22 HR data entry by 5:00 pm
01/27/22 HR re-entry at 12:00 pm

FEBRUARY 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

HR/Payroll Actions *	PAP pull
Payroll close	Off cycle
Payroll Complete	

Time Entry Lock Out 1/11 - 2/10/2022

02/16/22 HR data entry by 5:00 pm
02/24/22 HR re-entry at 12:00 pm

MARCH 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

HR/Payroll Actions *	PAP pull
Payroll close	Off cycle
Payroll Complete	

Time Entry Lock Out 2/11 - 3/10/2022

03/23/22 HR data entry by 5:00 pm
03/29/22 HR re-entry at 12:00 pm

APRIL 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

HR/Payroll Actions *	PAP pull
Payroll close	Off cycle
Payroll Complete	

Time Entry Lock Out 3/11 - 4/10/2022

04/21/22 HR data entry by 5:00 pm
04/27/22 HR re-entry at 12:00 pm

MAY 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

HR/Payroll Actions *	PAP pull
Payroll close	Off cycle
Payroll Complete	

Time Entry Lock Out 4/11 - 5/10/2022

05/20/22 HR data entry by 5:00 pm
05/26/22 HR re-entry at 12:00 pm

JUNE 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

HR/Payroll Actions *	PAP pull
Payroll close	Off cycle
Payroll Complete	

Time Entry Lock Out 5/11 - 6/10/2022

06/21/22 HR data entry by 5:00 pm
06/27/22 HR re-entry at 12:00 pm

Key:

- **Please refer to the Academic Calendar to confirm dates for 4/10 schedule.
- = Payday
- = Holiday
- * Personnel/Payroll Actions: New Hire/Rehire, Comp changes, Out of Class, LCB, Special Projects, faculty NOA's, Sub timesheets, etc
- Time entry lock out. All hours from the 11th to the 10th of the month should be submitted and approved by this date.
- Payroll Closed Saturdays, Sundays, and holidays.
- Payroll Closed Fridays July 2 - August 6, 2021