

PAY: Payroll Cutoff Schedules for 2021-2022

Employee

Payroll Cutoff Schedule

Monthly		Semi-Monthly		Adjustment Periods				
Monthly Pay Date	Pay Period	Semi-Monthly Pay Date	Pay Period	Pay Complete No Data Entry Dates	Adjustments to Time Entry Locked (8:00 a.m.) Retro for Pay Period must go to Payroll	Adjustments to Time Entry for Pay Period Unlocked (8:00a.m.)	Pay Period Closed. Retro Payments (Time Entry Retro) must be requested from Payroll.	Primary Job Switch Open Days *Half Days 11:00am to 5:00pm
Jul 01	Jun 01-30	Jun 10 Jun 25	May 16-31 Jun 01-15	Jun 07 Jun 22 Jun 28	Jun 07 Jun 22	Jun 08 Jun 23	Jul 05 Jul 19 Aug 26	Jun 08-15 Jun 23* Jun 29
Aug 02	Jul 01-31	Jul 09 Jul 23	Jun 16-30 Jul 01-15	Jul 06 Jul 20 Jul 28	Jul 06 Jul 20	Jul 07 Jul 21	Aug 04 Aug 19 Sep 27	Jul 07-13 Jul 21* Jul 29
Sep 01	Aug 01-31	Aug 10 Aug 25	Jul 16-31 Aug 01-15	Aug 05 Aug 20 Aug 27	Aug 05 Aug 20	Aug 06 Aug 21	Sep 03 Sep 20 Oct 25	Aug 06-13 Aug 23* Aug 30
Oct 01	Sep 01-30	Sep 10 Sep 24	Aug 16-31 Sep 01-15	Sep 07 Sep 21 Sep 28	Sep 07 Sep 21	Sep 08 Sep 22	Oct 04 Oct 19 Nov 23	Sep 08-14 Sep 22* Sep 29
Nov 01	Oct 01-31	Oct 08 Oct 25	Sep 16-30 Oct 01-15	Oct 05 Oct 20 Oct 26	Oct 05 Oct 20	Oct 06 Oct 21	Nov 04 Nov 18 Dec 27	Oct 06-13 Oct 21* Oct 28
Dec 01	Nov 01-30	Nov 10 Nov 24	Oct 16-31 Nov 01-15	Nov 05 Nov 19 Nov 24	Nov 05 Nov 19	Nov 06 Nov 20	Dec 06 Dec 17 Jan 26, 2022	Nov 06-13 Nov 22* Nov 29-30



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Jan 03 2022	Dec 01-31 2021	Dec 10 Dec 23	Nov 16-30 Dec 01-15	Dec 07 Dec 20 Dec 28	Dec 07 Dec 20	Dec 08 Dec 21	Jan 04 Jan 19 Feb 23	Dec 08-13 Dec 21* Dec 29
Feb 01 2022	Jan 01-31	Jan 10 Jan 25	Dec 16-31 Jan 01-15	Jan 05 Jan 20 Jan 27	Jan 05 Jan 20	Jan 06 Jan 21	Feb 04 Feb 18 Mar 28	Jan 06-12 Jan 21* Jan 28, 31
Mar 01 2022	Feb 01-28	Feb 10 Feb 25	Jan 16-31 Feb 01-15	Feb 07 Feb 22 Feb 24	Feb 07 Feb 22	Feb 08 Feb 23	Mar 04 Mar 21 Apr 26	Feb 08-14 Feb 28
Apr 01 2022	Mar 01-31	Mar 08 Mar 25	Feb 16-28 Mar 01-15	Mar 07 Mar 22 Mar 29	Mar 07 Mar 22	Mar 08 Mar 23	Apr 04 Apr 19 May 25	Mar 08-15 Mar 23* Mar 30
May 02 2022	Apr 01-30	Apr 10 Apr 25	Mar 16-31 Apr 01-15	Apr 05 Apr 20 Apr 27	Apr 05 Apr 20	Apr 06 Apr 21	May 04 May 19 Jun 27	Apr 06-13 Apr 21* Apr 28
Jun 01 2022	May 01-31	May 10 May 25	Apr 16-30 May 01-15	May 05 May 20 May 26	May 05 May 20	May 06 May 21	Jun 06 Jun 20 Jul 26	May 06-13 May 23* May 27, 31
Jul 01 2022	Jun 01-30	Jun 10 Jun 24	May 16-31 Jun 01-15	Jun 07 Jun 21 Jun 28	Jun 07 Jun 21	Jun 08 Jun 22	Jul 01 Jul 19 Aug 26	Jun 08-14 Jun 22* Jun 29

