

**2021-22 HR/PAYROLL PROCESSING SCHEDULES FOR REGULAR AND
YEAR-END PAYROLLS**

HUMAN RESOURCES PAPERWORK SUBMISSION DATES (5 P.M.) FOR TIMECARD BASED ASSIGNMENTS	TIMECARD ENTRY OPENS AT 8:00 a.m. on:	TIMECARD ENTRY CLOSSES AT 5:00 p.m. on: (unless noted)
	Fiscal Year End 2021	
Tuesday, June 22, 2021	Wednesday, June 30, 2021	Tuesday, July 06, 2021
	Fiscal Year 2022	
Friday, July 1, 2021	Monday, July 12, 2021	Thursday, July 15, 2021
Monday, August 2, 2021	Tuesday, August 10, 2021	Friday, August 13, 2021
Wednesday, August 25, 2021	Friday, September 10, 2021	Wednesday, September 15, 2021
Friday, October 1, 2021	Monday, October 11, 2021	Thursday, October 14, 2021
Monday, November 1, 2021	Tuesday, November 09, 2021	Friday, November 12, 2021
Monday, November 29, 2021	Tuesday, December 07, 2021	Friday, December 10, 2021
Thursday, December 23, 2021	Monday, January 10, 2022	Thursday, January 13, 2022
Monday, January 24, 2022	Tuesday, February 08, 2022	Friday, February 11, 2022
Wednesday, March 2, 2022	Thursday, March 10, 2022	Tuesday, March 15, 2022
Friday, April 1, 2022	Monday, April 11, 2022	Thursday, April 14, 2022
Monday, May 2, 2022	Tuesday, May 10, 2022	Friday, May 13, 2022
Wednesday, May 25, 2022	Friday, June 10, 2022	Wednesday, June 15, 2022
Thursday, June 23, 2022	Friday, July 01, 2022	Wednesday, July 06, 2022
	Fiscal Year 2023	
Thursday, June 30, 2022	Monday, July 11, 2022	Thursday, July 14, 2022

Prior to Beginning of Semester - HR Submission Date

**Short Entry Time Due to Holiday and County Schedule Cut-Off Date. This Limits the Payroll Entry Time. There will be
NO EXCEPTIONS TO LATE TIMECARDS**

Fiscal Year End Payroll Dates For 2021 and 2022

Submission of **complete** paperwork to the HR Office on or before the listed deadline guarantees processing for the current pay cycle. Late paperwork will be processed as time permits, but cannot be guaranteed for the pay cycle. **PLEASE NOTE: There is a separate calendar for Assignment Contract Deadlines.**