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

<table>
<thead>
<tr>
<th>HUMAN RESOURCES PAPERWORK SUBMISSION DATES (5 P.M.) FOR TIMECARD BASED ASSIGNMENTS</th>
<th>TIMECARD ENTRY OPENS AT 8:00 a.m. on:</th>
<th>TIMECARD ENTRY CLOSES AT 5:00 p.m. on: (unless noted)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, June 22, 2021</td>
<td>Wednesday, June 30, 2021</td>
<td>Tuesday, July 06, 2021</td>
</tr>
</tbody>
</table>

#### Fiscal Year End 2021
- **Tuesday, June 22, 2021**
- **Wednesday, June 30, 2021**
- **Tuesday, July 06, 2021**

#### Fiscal Year 2022
- **Friday, July 1, 2021**
- **Monday, August 2, 2021**
- **Wednesday, August 25, 2021**
  - **Friday, September 10, 2021**
  - **Monday, October 1, 2021**
  - **Friday, October 1, 2021**
- **Monday, November 1, 2021**
- **Thursday, December 23, 2021**
  - **Monday, January 10, 2022**
- **Monday, January 24, 2022**
  - **Tuesday, February 08, 2022**
- **Wednesday, March 2, 2022**
  - **Thursday, March 10, 2022**
  - **Friday, April 1, 2022**
  - **Monday, April 11, 2022**
- **Monday, May 2, 2022**
  - **Tuesday, May 10, 2022**
- **Wednesday, May 25, 2022**
  - **Friday, June 10, 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.**