

Payroll Schedule

Full Time Employees

Fiscal Year 2020 -2021

Month	Year	Pay Period	Holiday Leave (Academic Calendar)	Employee WebAdvisor Deadline *	Supervisor Approval Deadline	Pay Date	Adjusted Timesheet Deadline ** (Paper Timesheet)
September	2020	09/01 - 09/30	Labor Day - 09/07	09/21/2020	09/22/2020	09/30	10/05/2020
October	2020	10/01 - 10/31		10/22/2020	10/23/2020	10/30	11/04/2020
November	2020	11/01 - 11/30	Thanksgiving - 11/26 - 11/27	11/18/2020	11/19/2020	11/30	12/01/2020
December	2020	12/01 - 12/31	Winter Break - 12/14 - 12/31	12/03/2020	12/04/2020	12/11	01/06/2021
January	2021	01/01 - 01/31	Winter Break - 01/01 & MLK Day - 01/18	01/21/2021	01/22/2021	01/29	02/03/2021
February	2021	02/01 - 02/28		02/18/2021	02/19/2021	02/26	03/03/2021
March	2021	03/01 - 03/31	Spring Break - 03/15 - 03/19	03/23/2021	03/24/2021	03/31	04/06/2021
April	2021	04/01 - 04/30	Spring Holiday - 04/02	04/22/2021	04/23/2021	04/30	05/05/2021
May	2021	05/01 - 05/31	Memorial Day - 05/31	05/20/2021	05/21/2021	05/28	06/03/2021
June	2021	06/01 - 06/30		06/22/2021	06/23/2021	06/30	07/06/2021
July	2021	07/01 - 07/31	Independence Day - 07/05	07/22/2021	07/23/2021	07/30	08/04/2021
August	2021	08/01 - 08/31		08/23/2021	08/24/2021	08/31	09/03/2021

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

** Any leave time corrections should be submitted to Human Resources via paper timesheet located on the I drive/Campus Forms/Timesheet folder.

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

Faculty: 9-month faculty - Complete timesheets for May and August. 10.5 month faculty - Complete timesheets for May, August, and all summer months worked.