2021-2022 University Payroll Calendar

**Academic Day** – 83 academic days (Fall); 87 academic days (Spring)

**Campus Closed** – All academic and administrative operations closed for a scheduled holiday or campus closure (see University Holiday Schedule below).

**Payday for Faculty, Staff, and 2463 Additional Pay** – Pay warrants distributed to department designees by University Cash Services after 12:00 Noon.

**Payday for Students, Hourly/Intermittents, Overtime, Shift, Stipend, and all other State**

**Additional Pay** (Job Codes: 4660, 2356, 2322, 2323, & 2363) – Pay warrants distributed to department designees by University Cash Services.

**Direct Deposit**

- **Posted for Faculty & Staff**
  - Regular monthly pay posted by financial institutions

- **Pay Approval due (Job Code(s): 4660, 2322, & 2356, 2323, & 2363)**
- **Additional Approvals due (Job Code(s): 2403)**

**Payroll Cutoff** – Last day for Payroll Administration to process unpaid leave time, NDI/IDL, issuance of master warrants. All Docks must be keyed and approved in Absence Management by 12:00 noon.

**Fiscal Year-End Closing Deadline** – All payroll related transactions for fiscal year that are not in the system must be submitted to Payroll Administration by 5:00 p.m.

**Time and Labor & Absence Management**

- **Monthly Time Entry Deadline** – Last day to enter time and attendance. Timekeepers to review and resolve all exceptions by close of business.

- **Monthly Approval Deadline** – Last day to approve time and attendance. Approvers to review and resolve all exceptions by close of business. Late approvals may result in inaccurate balances and/or a delay in pay.

- **Monthly Leave Balances** – Monthly leave accruals and balances are updated in the system.

**Year-End Work Study Time Entry Deadline (May 16th 12:00 noon)** – Deadline to enter Work Study time and review all exceptions.

**NOTE:** The last date Work Study hours can be reported is May 15, 2022.

**Year-End Work Study Approval Deadline (May 17th 12:00 noon)** – Deadline to approve Work Study time.

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**University Holiday Schedule**

- **Independence Day (observed) – 07/05/21**
- **Washington’s Birthday (observed) – 12/28/21**
- **Veterans Day – 11/11/21**
- **Thanksgiving Day – 11/25/21**
- **Admission Day (observed) – 11/26/21**
- **Christmas Day (observed) – 12/25/21**
- **Lincoln’s Birthday (observed) – 02/12/22**

One Personal Holiday to be used by December 31st as requested and approved.

Pay Period 07/01/21 – 07/31/21 (22 days)
Pay Period 08/01/21 – 08/31/21 (22 days)
Pay Period 09/01/21 – 09/30/21 (22 days)
Pay Period 10/01/21 – 10/31/21 (22 days)
Pay Period 11/01/21 – 11/30/21 (22 days)
Pay Period 12/01/21 – 12/31/21 (22 days)

Payroll Cutoff – Last day for Payroll Administration to process unpaid leave time, NDI/IDL, separations, and all other payroll irregularities. Information reported after this date may require re-issuance of master warrants. All Doks must be keyed and approved in Absence Management by 12:00 noon.