

Student Payroll Schedul

Bi-Weekly Student Time and Labor Schedule

Month	Pay Period Begins	Pay Period Ends	Check Date	Time and Labor & Absence Management Approval Due at 9 am	Document Receipt Date to Payroll*	Fiscal Year 2021 Time Period	
Jul-20	6/28/20	7/11/20	7/17/20	7/13/20	7/3/20	1	
	7/12/20	7/25/20	7/31/20	7/27/20	7/17/20	2	
Aug-20	7/26/20	8/8/20	8/14/20	8/10/20	7/31/20	3	
	8/9/20	8/22/20	8/28/20	8/24/20	8/14/20	4	
	8/23/20	9/5/20	9/11/20	9/4/20	8/28/20	5	Absence Management will Close at 10:00 on Friday,
Sep-20	9/6/20	9/19/20	9/25/20	9/21/20	9/11/20	6	
	9/20/20	10/3/20	10/9/20	10/5/20	9/25/20	7	
Oct-20	10/4/20	10/17/20	10/23/20	10/19/20	10/9/20	8	
	10/18/20	10/31/20	11/6/20	11/2/20	10/23/20	9	
Nov-20	11/1/20	11/14/20	11/20/20	11/16/20	11/6/20	10	
	11/15/20	11/28/20	12/4/20	11/28/20	11/20/20	11	
Dec-20	11/29/20	12/12/20	12/18/20	12/14/20	12/2/20	12	
	12/13/20	12/26/20	12/31/20	12/18/20	12/18/20	13	Time and Labor & Absence Management will Close at 10:00 on Friday, December 18th

Jan-21	12/27/20	1/9/21	1/15/21	1/11/21	12/2/20	14
	1/10/21	1/23/21	1/29/21	1/25/21	12/30/20	15
Feb-21	1/24/21	2/6/21	2/12/21	2/8/21	1/29/21	16
	2/7/21	2/20/21	2/26/21	2/22/21	2/12/21	17
Mar-21	2/21/21	3/6/21	3/12/21	3/8/21	2/26/21	18
	3/7/21	3/20/21	3/26/21	3/22/21	3/12/21	19
Apr-21	3/21/21	4/3/21	4/9/21	4/5/21	3/26/21	20
	4/4/21	4/17/21	4/23/21	4/19/21	4/9/21	21
May-21	4/18/21	5/1/21	5/7/21	5/3/21	4/23/21	22
	5/2/21	5/15/21	5/21/21	5/17/21	5/7/21	23
Jun-21	5/16/21	5/29/21	6/4/21	5/28/21	5/21/21	24
	5/30/21	6/12/21	6/18/21	6/14/21	6/4/21	25
Jul-21	6/13/21	6/26/21	7/2/21	6/28/21	6/18/21	26
	6/27/21	7/10/21	7/16/21	7/12/21	7/2/21	1
	7/11/21	7/24/21	7/30/21	7/26/21	7/16/21	2

Time and Labor & Absence Management will Close at 10:00 on Friday, May 28th

Graduate Assistants: Academic Year Appointment

Month	Check Date	Document Receipt Date to Payroll*
Sep-20	9/30/20	9/16/20
Oct-20	10/30/20	10/16/20
Nov-20	11/30/20	11/16/20
Dec-20	12/31/20	12/10/20
Jan-21	1/29/21	1/15/21
Feb-21	2/26/21	2/12/21
Mar-21	3/31/21	3/17/21
Apr-21	4/30/21	4/16/21

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Maymester - M	5/28/21	5/14/21
Jun-21	6/30/21	6/16/21
Jul-21	7/30/21	7/16/21

Graduate Assistants: Fiscal Year Appointment

Month	Check Date	Document Receipt Date to Payroll*
Jul-20	7/31/20	7/17/20
Aug-20	8/30/20	8/17/20
Sep-20	9/30/20	9/16/20
Oct-20	10/30/20	10/16/20
Nov-20	11/30/20	11/16/20
Dec-20	12/31/20	12/10/20
Jan-21	1/29/21	1/15/21
Feb-21	2/26/21	2/12/21
Mar-21	3/31/21	3/17/21
Apr-21	4/30/21	4/16/21
May-21	5/28/21	5/14/21
Jun-21	6/30/21	6/16/21

*1) Units must fully approve MSS

Hire/Transfer/Promotion Transactions at least 10 business days prior to the effective date of the transaction. Additionally, New Hires must submit Hire Packets at least 10 business days prior to the Hire/Rehire Date.

2) Change in Funding Transactions must be fully approved one business day prior to the Time & Labor/Absence Management Lock Out deadline.