

FY2021 Payroll Deadlines Students, Hourly and Non-Student Non-regular (NSNR) Employees

Payroll Period	Employees Time Entry (1)	Supervisors Time Approval (2)	Pay Date
Sep 1-15	Sep-15	Sep-18	30-Sep-20
Sep 16-30	Sep-30	Oct-05	15-Oct-20
Oct 1-15	Oct-15	Oct-19	30-Oct-20
Oct 16-31	Oct-31	Nov-04	16-Nov-20
Nov 1-15	Nov-15	Nov-19 *	30-Nov-20
Nov 16-30	Nov-30	Dec-03	15-Dec-20
Dec 1-15	Dec-15	Dec-16 *	31-Dec-20*(3)
Dec 16-31	Dec-31	Jan-06 *	15-Jan-21
Jan 1-15	Jan-15	Jan-19	29-Jan-21
Jan 16-31	Jan-31	Feb-03	15-Feb-21
Feb 1-15	Feb-15	Feb-18	26-Feb-21
Feb 16-28	Feb-28	Mar-03	15-Mar-21
Mar 1-15	Mar-15	Mar-23 *	31-Mar-21
Mar 16-31	Mar-31	Apr-05	15-Apr-21
Apr 1-15	Apr-15	Apr-20	30-Apr-21
Apr 16-30	Apr-30	May-05	17-May-21
May 1-15	May-15	May-19	28-May-21
May 16-31	May-31	Jun-03	15-Jun-21
June 1-15	Jun-15	Jun-18	30-Jun-21
June 16-30	Jun-30	Jul-05	15-Jul-21
July 1-15	Jul-15	Jul-20	30-Jul-21
July 16-31	Jul-31	Aug-04	16-Aug-21
Aug 1-15	Aug-15	Aug-19	31-Aug-21
Aug 16-31	Aug-31	Sep-02	15-Sep-21

(1) Employees: Time Entry for the current pay period is due on the current pay period end date: For example, the Pay Period 9/1 – 9/15, the time entry is due by **9/15**. Any time entered after the above due dates will be processed the following pay date.

(2) Supervisors: Any time approved after the dates indicated above, will be processed the following pay date.

(3) Special payment instructions for the December 31, 2020 pay date only:

- **Direct Deposit (ACH)** - Employees will receive their automatic bank deposit as usual.
- **Paper Checks** will be mailed to your home address on file, on pay day via the U.S. Postal Service. Employees must send an email by December 14, 2020 to: payroll@txstate.edu to request their check to be pick-up at SBS beginning January 4, 2021 when the University reopens for business; or enroll in direct deposit no later than December 11th, 2020.

*** Time approvals for the period deviate from the normal Schedule - Pay attention to these deadlines. ***

Provide each Student, Hourly and Non-Student Non-regular employee with a copy of these deadlines and post this information in your office and on your website.

For other payroll information, view our website at: <http://www.txstate.edu/payroll/>, call (512) 245-2543 or visit us in the **JC Kellam Building, 5th floor, Room 516**.