

TEXAS STATE [®]

FY-2022 Semi-Monthly (S1) Processing

Students, Hourly and Non-Student Non-Regular (NSNR) Employees

Pay period Number	Pay Period	Employees (1) Time Entry	Supervisors (2) Time Approval	PAYROLL & TAX COMPLIANCE			
				Payroll Processing	SAP Locked	Reimb to State	Pay Date
1	Sep 1-15	Sep 15	Sep 17	Sep 20-22	Sep 22	Sep 23	Sep 30
2	Sep 16-30	Sep 30	Oct 5	Oct 6-8	Oct 8	Oct 11	Oct 15
3	Oct 1-15	Oct 15	Oct 19	Oct 20-22	Oct 22	Oct 25	Oct 29
4	Oct 16-31	Oct 31	Nov 3	Nov 4-8	Nov 8	Nov 9	Nov 15
5	Nov 1-15	Nov 15	Nov 17*	Nov 18-19	Nov 19	Nov 22	Nov 30
6	Nov 16-30	Nov 30	Dec 3	Dec 6-8	Dec 8	Dec 9	Dec 15
7	Dec 1-15	Dec 15	Dec 16*	Dec 15-16	Dec 17	Dec 20	Dec 31
8	Dec 16-31	Dec 31	Jan 05*	Jan 6-7	Jan 7	Jan 10	Jan 18
9	Jan 1-15	Jan 15	Jan 19	Jan 20-21	Jan 21	Jan 24	Jan 31
10	Jan 16-31	Jan 31	Feb 3	Feb 4-8	Feb 8	Jan 9	Feb 15
11	Feb 1-15	Feb 15	Feb 17	Feb 18-21	Feb 21	Feb 22	Feb 28
12	Feb 16-28	Feb 28	Mar 3	Mar 4-8	Mar 8	Mar 9	Mar 15
13	Mar 1-15	Mar 15	Mar 23*	Mar 23-24	Mar 24	Mar 25	Mar 31
14	Mar 16-31	Mar 31	Apr 5	Apr 6-8	Apr 8	Apr 11	Apr 15
15	Apr 1-15	Apr 15	Apr 20	Apr 21-22	Apr 22	Apr 25	Apr 29
16	Apr 16-30	Apr 30	May 4	May 5-9	May 9	May 10	May 16
17	May 1-15	May 15	May 19	May 20-23	May 23	May 24	May 31
18	May 16-31	May 31	Jun 3	Jun 6-8	Jun 8	Jun 9	Jun 15
19	Jun 1-15	Jun 15	Jun 20	Jun 21-22	Jun 22	Jun 23	Jun 30
20	Jun 16-30	Jun 30	Jul 6	Jul 7-8	Jul 8	Jul 11	Jul 15
21	Jul 1-15	Jul 15	Jul 20	Jul 21-22	Jul 22	Jul 25	Jul 29
22	Jul 16-31	Jul 31	Aug 3	Aug 4-8	Aug 8	Aug 9	Aug 15
23	Aug 1-15	Aug 15	Aug 18	Aug 19-23	Aug 23	Aug 24	Aug 31
24	Aug 16-31	Aug 31	Sep 02*	Sep 6-8	Sep 8	Sep 9	Sep 15

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

(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.