

## FY-2021 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
24	Aug 16-31	Aug-31	Sep-02*	Sep 3-8	<b>Sep-8</b>	Sep-9	Sep-15
1	Sep 1-15	Sep-15	Sep-18	Sep 21-23	<b>Sep-23</b>	Sep-24	Sep-30
2	Sep 16-30	Sep-30	Oct-05	Oct 6-8	<b>Oct-8</b>	Oct-9	Oct-15
3	Oct 1-15	Oct-15	Oct-19	Oct 21-22	<b>Oct-22</b>	Oct-23	Oct-30
4	Oct 16-31	Oct-31	Nov-04	Nov 5-9	<b>Nov-9</b>	Nov-10	Nov-16
5	Nov 1-15	Nov-15	Nov-19*	Nov 19-20	<b>Nov-20</b>	Nov-23	Nov-30
6	Nov 16-30	Nov-30	Dec-03	Dec 4-8	<b>Dec-8</b>	Dec-09	Dec-15
7	Dec 1-15	Dec-15	Dec-16*	Dec 15-16	<b>Dec-17</b>	Dec-18	Dec-31
8	Dec 16-31	Dec-31	Jan - 6 *	Jan 6-8	<b>Jan-8</b>	Jan-11	Jan-15
9	Jan 1-15	Jan-15	Jan-19	Jan 21-22	<b>Jan-22</b>	Jan-25	Jan-29
10	Jan 16-31	Jan-31	Feb-03	Feb 4-8	<b>Feb-8</b>	Feb-09	Feb-15
11	Feb 1-15	Feb-15	Feb-18	Feb 18-19	<b>Feb-19</b>	Feb-22	Feb-26
12	Feb 16-28	Feb-28	Mar-03	Mar 4-8	<b>Mar-8</b>	Mar-09	Mar-15
13	Mar 1-15	Mar-15	Mar-23*	Mar 23-24	<b>Mar-24</b>	Mar-25	Mar-31
14	Mar 16-31	Mar-31	Apr-05	Apr 6-8	<b>Apr-8</b>	Apr-09	Apr-15
15	Apr 1-15	Apr-15	Apr-20	Apr 21-22	<b>Apr-22</b>	Apr-23	Apr-30
16	Apr 16-30	Apr-30	May-05	May 6-10	<b>May-10</b>	May-11	May-17
17	May 1-15	May-15	May-19	May 20-21	<b>May-21</b>	May-24	May-28
18	May 16-31	May-31	Jun-03	Jun 4-8	<b>Jun-8</b>	Jun-09	Jun-15
19	June 1-15	Jun-15	Jun-18	Jun 21-22	<b>Jun-22</b>	Jun-23	Jun-30
20	June 16-30	Jun-30	Jul-05	Jul 6-8	<b>Jul-8</b>	Jul-9	Jul-15
21	July 1-15	Jul-15	Jul-20	Jul 21-22	<b>Jul-22</b>	Jul-23	Jul-30
22	July 16-31	Jul-31	Aug-04	Aug 5-9	<b>Aug-9</b>	Aug-10	Aug-16
23	Aug 1-15	Aug-15	Aug-19	Aug 19-23	<b>Aug-23</b>	Aug-25	Aug-31
24	Aug 16-31	Aug-31	Sep-02*	Sep 3-7	<b>Sep-8</b>	Sep-09	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.