

University of the Incarnate Word

STAFF/STUDENT PAYROLL SCHEDULE

Fiscal Year 2021-2022

Pay Period	Timesheets are due to Supervisors for review & approval by the end of the day.	ALL TIMESHEETS ARE DUE TO PAYROLL BY 1:00 P.M.	Pay Date	Pay #
All timesheets close at 11:59 p.m. on the last day of the pay period.				
June 1 - June 15	June 15	June 16	June 22, 2021	12
June 16 - June 30	June 30	July 1	July 7, 2021	13
July 1 - July 15	July 15	July 16	July 22, 2021	14
July 16 - July 31	July 31	August 2	August 6, 2021	15
August 1 - August 15	August 14	August 16	August 20, 2021	16
August 16 - August 31	August 31	September 1	September 7, 2021	17
September 1 - September 15	September 15	September 16	September 22, 2021	18
September 16 - September 30	September 30	October 1	October 7, 2021	19
October 1 - October 15	October 15	October 18	October 22, 2021	20
October 16 - October 31	October 30	November 1	November 5, 2021	21
November 1 - November 15	November 13	November 16	November 22, 2021	22
November 16 - November 30	November 30	December 1	December 7, 2021	23
December 1 - December 15	December 15	December 16	December 22, 2021	24
December 16 - December 31	December 22 **	January 4 **	January 7, 2022	1
January 1 - January 15	January 15	January 18	January 21, 2022	2
January 16 - January 31	January 29	February 1	February 7, 2022	3
February 1 - February 15	February 14	February 16	February 22, 2022	4
February 16 - February 28	February 26	March 1	March 7, 2022	5
March 1 - March 15	March 15	March 16	March 22, 2022	6
March 16 - March 31	March 31	April 1	April 7, 2022	7
April 1 - April 15	April 15	April 18	April 22, 2022	8
April 16 - April 30	April 30	May 2	May 6, 2022	9
May 1 - May 15	May 14	May 16	May 20, 2022	10
May 16 - May 31	May 28	June 1	June 7, 2022	11

**** Schedule subject to change due to Holidays****

All timesheets close at 11:59 p.m. on the last day of the pay period.

Timesheets should be submitted to supervisors for review and approval, before the employee leaves for the day.