



SEMI-MONTHLY PAYROLL SCHEDULE FOR SUMMER 2021

This schedule covers ALL employees who are on the Semi-monthly payroll.

<u>SM</u>	<u>PAYROLL PERIODS</u>	<u>TIMESHEETS DUE</u> <small>DEADLINE: 11:59 PM</small>	<u>APPROVALS DUE</u> <small>DEADLINE: 11:59 PM</small>	<u>PAYDAY</u>	<u>ePAF Submission</u> <u>Deadlines</u> <small>DEADLINE 5:00PM</small>
11	May 16 - 31, 2021	June 1, 2021	June 2, 2021	June 15, 2021	<i>May 3, 2021</i>
12	June 1 - 15, 2021	June 16, 2021	June 17, 2021	June 30, 2021	<i>May 17, 2021</i>
13	June 16 - 30, 2021	June 28, 2021 <small>EARLY TIME ENTRY – ESTIMATE HOURS IF NECESSARY</small>	June 29, 2021	July 15, 2021	<i>June 1, 2021</i>
14	July 1 - 15, 2021	July 16, 2021	July 19, 2021	July 30, 2021	<i>June 16, 2021</i>
15	July 16 – Aug 7, 2021	August 6, 2021	August 9, 2021	August 13, 2021	<i>July 1, 2021</i>

***FALL (SM 16) ePAF’S (ELECTRONIC PERSONNEL ACTION FORMS) ARE DUE ON JULY 16, BY 5:00PM.**

❖❖SUMMER SEMESTER ENDS AUGUST 7, 2021❖❖

All jobs for student hourly, international and work-study employees will end on this day.
 Work-study students may begin to earn their FALL award on August 8, 2021

TIMESHEET & APPROVAL REMINDERS: Can be downloaded from the [Student Employment Calendar](#)

PAY CHECK PICK-UP: Cashier’s Office – Student Success Building- Room 150. Please bring photo ID.
 Additional information on student employment can be found at: [Student Employment Portal](#)