



## **SEMI-MONTHLY PAYROLL SCHEDULE FOR SPRING 2022**

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

<b><u>SM</u></b>	<b><u>PAYROLL PERIODS</u></b>	<b><u>TIMESHEETS DUE</u></b> <b>DEADLINE: 11:59 PM</b>	<b><u>APPROVALS DUE</u></b> <b>DEADLINE: 11:59 PM</b>	<b><u>PAYDAYS</u></b>	<b><u>ePAF Submission</u></b> <b><u>Deadlines</u></b> <b>DEADLINE 5:00PM</b>
1	December 19 - 31, 2021	January 3, 2022	January 4, 2022	January 14, 2022	<b><i>December 1, 2021</i></b>
2	January 1 - 15, 2022	January 17, 2022	January 18, 2022	January 31, 2022	<b><i>December 16, 2021</i></b>
3	January 16 - 31, 2022	February 1, 2022	February 2, 2022	February 15, 2022	<b><i>January 4, 2022</i></b>
4	February 1 - 15, 2022	February 16, 2022	February 17, 2022	February 28, 2022	<b><i>January 17, 2022</i></b>
5	February 16 - 28, 2022	March 1, 2022	March 2, 2022	March 15, 2022	<b><i>February 1, 2022</i></b>
6	March 1 - 15, 2022	March 16, 2022	March 17, 2022	March 31, 2022	<b><i>February 16, 2022</i></b>
7	March 16 - 31, 2022	April 1, 2022	April 4, 2022	April 15, 2022	<b><i>March 1, 2022</i></b>
8	April 1 - 15, 2022	April 18, 2022	April 19, 2022	April 29, 2022	<b><i>March 16, 2022</i></b>
9	April 16 - 30, 2022	May 2, 2022	May 3, 2022	May 13, 2022	<b><i>April 1, 2022</i></b>
10	May 1 - 14, 2022	May 16, 2022	May 17, 2022	May 31, 2022	<b><i>April 18, 2022</i></b>

**\*SUMMER (SM 11) ePAF'S (ELECTRONIC PERSONNEL ACTION FORMS) ARE DUE ON MAY 2, BY 5:00 PM.**

**❖❖SPRING SEMESTER ENDS MAY 14, 2022❖❖**

All jobs for student hourly, international and work-study employees will end on this day.  
 Work-study students may begin to earn their SUMMER award on May 15, 2022

**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](#)