



SEMI-MONTHLY PAYROLL SCHEDULE FOR SUMMER 2022

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 15 - 31, 2022	June 1, 2022	June 2, 2022	June 15, 2022	May 2, 2022
12	June 1 - 15, 2022	June 16, 2022	June 17, 2022	June 30, 2022	May 16, 2022
13	June 16 - 30, 2022	June 28, 2022 <small>EARLY TIME ENTRY – ESTIMATE HOURS IF NECESSARY</small>	June 29, 2022	July 15, 2022	June 1, 2022
14	July 1 - 15, 2022	July 18, 2022	July 19, 2022	July 29, 2022	June 16, 2022
15	July 16 – Aug 6, 2022	August 8, 2022	August 9, 2022	August 15, 2022	July 1, 2022

***FALL (SM 16) ePAF’S (ELECTRONIC PERSONNEL ACTION FORMS) ARE DUE ON JULY 18, BY 5:00PM.**

❖❖SUMMER SEMESTER ENDS AUGUST 6, 2022❖❖

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 7, 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](#)