



2021 - 2022 PAYROLL SCHEDULE

Timesheet Reporting Periods, Due Dates, and Pay Dates

PAYROLL ITEMS MUST BE RECEIVED IN PAYROLL BY **4:30 PM** ON THE **DUE DATE**

"M" Pay Cycle Full Time Faculty - Classified/Confidential - Perm PT Classified					
Reporting Period	Due Date	Pay Cycle	Pay Period	Faculty Pay Term	Pay Date
06/16/21 - 07/15/21	07/17/21	1M	July	N/A	07/30/21
07/01/21 - 07/31/21	07/17/21	1M - Faculty only	July	SUM	07/30/21
07/16/21 - 08/15/21	08/18/21	2M	Aug	N/A	08/31/21
08/01/21 - 08/25/21	08/18/21	2M - Faculty only	Aug	SUM	08/31/21
08/16/21 - 09/15/21	09/18/21	3M	Sept	N/A	09/30/21
08/26/21 - 09/15/21	09/18/21	3M - Faculty only	Sept	FAL	09/30/21
09/16/21 - 10/15/21	10/19/21	4M	Oct	FAL	10/29/21
10/16/21 - 11/10/21	11/10/21	5M	Nov	FAL	11/30/21
11/11/21 - 12/10/21	12/10/21	6M - Classified Only*	Dec	N/A	*12/28/21
11/11/21 - 12/10/21	12/10/21	6S - Certificated Only**	Dec	FAL	**01/03/22
12/11/21 - 01/15/22	01/19/22	7M	Jan	WIN	01/31/22
01/16/22 - 02/15/22	02/17/22	8M	Feb	WIN/SPR	02/28/22
02/16/22 - 03/15/22	03/18/22	9M	Mar	SPR	03/31/22
03/16/22 - 04/15/22	04/19/22	10M	Apr	SPR	04/29/22
04/16/22 - 05/15/22	05/18/22	11M	May	SPR	05/31/22
05/16/22 - 06/15/22	06/18/22	12M	June	N/A	06/30/22
05/16/22 - 06/30/22	06/18/22	12M - Faculty only	June	SUM	06/30/22

*All Classified employees including Confidential and Classified Management
 **All Certificated employees including Faculty and Certificated Management

"B" Pay Cycle Part Time Faculty					
Reporting Period	Due Date	Pay Cycle	Pay Period	Pay Term	Pay Date
05/16/21 - 06/15/21	06/19/21	12B	July	SPR/SUM	07/02/21
06/16/21 - 07/15/21	07/20/21	1B	Aug	SUM	08/04/21
07/16/21 - 08/15/21	08/20/21	**2B	**Sept	**SUM	**09/03/21
08/16/21 - 09/15/21	09/21/21	3B	Oct	FAL	10/05/21
09/16/21 - 10/15/21	10/20/21	4B	Nov	FAL	11/04/21
10/16/21 - 11/15/21	11/20/21	5B	Dec	FAL	12/03/21
11/16/21 - 12/15/21	12/15/21	6B	Jan	FAL	01/04/22
12/16/21 - 01/15/22	01/20/22	***7B	***Feb	***FAL/WIN	***02/04/22
01/16/22 - 02/15/22	02/22/22	8B	Mar	WIN/SPR	03/07/22
02/16/22 - 03/15/22	03/22/22	9B	Apr	SPR	04/04/22
03/16/22 - 04/15/22	04/20/22	10B	May	SPR	05/05/22
04/16/22 - 05/15/22	05/20/22	11B	June	SPR	06/03/22
05/16/22 - 06/15/22	06/21/22	12B	July	SPR/SUM	07/05/22

* Note: Number of payments for each term depends on the start and end date for each section
 ** ONLY for Sections ending in August 2021 / Early Start Sections
 *** ONLY for Early Start Sections

"A" Pay Cycle Student - Short Term - Professional Expert Hourly				
Pay Period	Time Sheets Due to Payroll	* Student Time Sheets Due	Student Employment Svc. : Student Time Sheets Due to Payroll	Pay Date
06/01/21 - 06/30/21	07/01/21	07/01/21	07/09/21	07/20/21
07/01/21 - 07/31/21	08/02/21	08/02/21	08/10/21	08/20/21
08/01/21 - 08/31/21	09/01/21	09/01/21	09/08/21	09/20/21
09/01/21 - 09/30/21	10/01/21	10/01/21	10/08/21	10/20/21
10/01/21 - 10/31/21	11/01/21	11/01/21	11/09/21	11/19/21
11/01/21 - 11/30/21	12/01/21	12/01/21	12/08/21	12/20/21
12/01/21 - 12/31/21	01/04/22	01/04/22	01/07/22	01/20/22
01/01/22 - 01/31/22	02/01/22	02/01/22	02/08/22	02/18/22
02/01/22 - 02/28/22	03/01/22	03/01/22	03/08/22	03/18/22
03/01/22 - 03/31/22	04/01/22	04/01/22	04/08/22	04/20/22
04/01/22 - 04/30/22	05/02/22	05/02/22	05/09/22	05/20/22
05/01/22 - 05/31/22	06/01/22	06/01/22	06/09/22	06/20/22

* Students must submit to Student Employment Services by this date

NOTE FOR ALL: EACH TIMECARD MUST BE FULLY COMPLETED. INCOMPLETE TIMECARDS MAY NOT BE PAID.
 LATE TIME CARDS WILL BE PAID ON THE EMPLOYEE'S NEXT AVAILABLE PAYROLL CYCLE.