

Law School Biweekly Payroll Schedule 2021-2022

PAY PERIOD		APPROVED BY THE APPROVER ON	PAY DAY
Beginning	Ending		
(Monday)	(Sunday)	(Monday)	(Friday)
08/16/21	08/29/21	08/30/21	09/10/21
08/30/21	09/12/21	09/13/21	09/24/21
09/13/21	09/26/21	09/27/21	10/08/21
09/27/21	10/10/21	10/11/21	10/22/21
10/11/21	10/24/21	10/25/21	11/05/21
10/25/21	11/07/21	11/08/21	11/19/21
11/08/21	11/21/21	11/22/21 (10AM)	12/03/21
11/22/21	12/05/21	12/06/21	12/17/21
12/06/21	12/19/21	12/20/21 (10AM)	12/31/21
12/20/21	01/02/22	01/03/22*	01/14/22
01/03/22	01/16/22	01/17/22*	01/28/22
01/17/22	01/30/22	01/31/22	02/11/22
01/31/22	02/13/22	02/14/22	02/25/22
02/14/22	02/27/22	02/28/22	03/11/22
02/28/22	03/13/22	03/14/22	03/25/22
03/14/22	03/27/22	03/28/22	04/08/22
03/28/22	04/10/22	04/11/22	04/22/22
04/11/22	04/24/22	04/25/22	05/06/22
04/25/22	05/08/22	05/09/22	05/20/22
05/09/22	05/22/22	05/23/22	06/03/22
05/23/22	06/05/22	06/06/22	06/17/22
06/06/22	06/19/22	06/20/22*	07/01/22
06/20/22	07/03/22	07/04/22*	07/15/22
07/04/22	07/17/22	07/18/22	07/29/22
07/18/22	07/31/22	08/01/22	08/12/22
08/01/22	08/14/22	08/15/22	08/26/22

- Hourly employees: record your attendance each day you work. If you do not submit your hours in accordance with this schedule, your pay may be delayed.
- Timesheet approvers/supervisors: review, edit and approve biweekly timesheets at the end of each pay period in accordance with the above schedule. The dates that have an asterisk note holidays – for their corresponding timesheets, you may approve after your employee's last clock out or during the weekend instead of on the holiday.