

ANDERSON UNIVERSITY

BIWEEKLY PAYROLL SCHEDULE

FISCAL YEAR 2021-2022

<u>PAYROLL PERIOD</u>		Student Employment Requisitions Due Date*	Authorize Payroll	PAYROLL FUNDS RELEASED
MAY 9 - MAY 22	1ST SUMM STDT	MAY 3	Monday, MAY 24	MAY 28
MAY 23 - JUN 05		MAY 17	Monday, JUN 7	JUN 11
JUN 06 - JUN 19		JUN 1	Monday, JUN 21	JUN 25
JUN 20 - JUL 03		JUN 14	Tuesday, JUL 6*	JUL 09
JUL 04 - JUL 17		JUN 28	Monday, JUL 19	JUL 23
JUL 18 - JUL 31		JUL 12	Monday, AUG 2	AUG 06
AUG 01 - AUG 14		JUL 26	Monday, AUG 16	AUG 20
AUG 15 - AUG 28	LAST SUMMER STDT	AUG 9	Monday, AUG 30	SEP 03
AUG 29 - SEPT 11	SEM I/FWS STDTs	AUG 23	Monday, SEP 13	SEP 17
SEPT 12 - SEPT 25		SEP 6	Monday, SEP 27	OCT 01
SEPT 26 - OCT 9		SEP 20	Monday, OCT 11	OCT 15
OCT 10 - OCT 23		OCT 4	Monday, OCT 25	OCT 29
OCT 24 - NOV 06		OCT 18	Monday, NOV 8	NOV 12
NOV 07 - Nov 20		NOV 1	Monday, NOV 22	NOV 26
NOV 21 - DEC 04		NOV 15	Monday DEC 6	DEC 10
DEC 05 - DEC 18		NOV 29	Monday DEC 20	DEC 24
DEC 19- JAN 01, 2022		DEC 13	Monday JAN 3	JAN 07
JAN 02 - JAN 15	SEM II Pay	DEC 27	Tuesday, JAN 18*	JAN 21
JAN 16 - JAN 29		JAN 10	Monday, JAN 31	FEB 04
JAN 30- FEB 12		JAN 24	Monday, FEB 14	FEB 18
FEB 13- FEB 26		FEB 7	Monday, FEB 28	MAR 04
FEB 27 - MAR 12		FEB 21	Monday, MAR 14	MAR 18
MAR 13 - MAR 26		MAR 7	Monday, MAR 28	APR 01
MAR 27- APR 9		MAR 21	Monday, APR 11	APR 15
APR 10- APR 23		APR 4	Monday, APR 25	APR 29
APR 24 - May 07**	Last Sem II Pay	APR 18	Monday, May 9	May 13
**Off Campus Agencies: LAST DAY FWS STDT is Friday, MAY 6, 2022				

* DATE MODIFIED BECAUSE OF HOLIDAY OR VACATION CONFLICT.

PLEASE NOTE--ALL Student Employment Requisitions are due in HR by 5:00 p.m. on date specified above OR 1 week prior to first day of work in order to clock in using Time & Labor computerize web clock.
Dates are subject to change.

NO PAY ADVANCE UNLESS IT IS THE ERROR OF THE BUSINESS OFFICE OR WORK LIFE
IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT Kathy Young (X4134) IN WORK LIFE

Time Card Conversion	MINUTES	to tenths	Student Employment	Dates:
0-5	0	30-35	.5	From: To:
6-11	.1	36-41	.6	Summer 2021 May 9 Aug. 28
12-17	.2	42-47	.7	Sem. I 2020-2021 Aug. 29 Jan. 1, 2022
18-23	.3	48-53	.8	Sem. II 2020-2021 Jan. 2, 2022 May 7, 2022**
24-29	.4	54-59	.9	

TIME AND LABOR PROCESS DEADLINES:

- EXCEPTIONS RUN BY 10 A.M.
- Timesheets reviewed, additions and corrections made and submitted by 10 A.M.
- Payable Time Approved by 12 noon
- Final Deadline 2 p.m.