



# FY '22 Payroll Calendar

Office of Human Resources

Changes that will affect Payroll processing, such as W-4, MWR, Direct Deposit, and miscellaneous deduction requests, must be made online in MyU or be received in Payroll Services by the Wednesday prior to the pay date when the changes are to be applied.

**Note:** The I-9 must be completed before or on the employee's start date. If the I-9 is not completed, the employee may not work or earn until the employee has presented their valid documents.

The Payroll Update form is used to make changes to employee pay after the Wednesday deadline but prior to confirming payroll. Payroll update changes are primarily done to prevent underpayment and overpayment. Changes to reported time should be entered on the timesheet prior to sending in the Payroll Update. For salaried pay, changes may be made to amounts and earnings codes.

Payroll requests received after the cutoff will be handled as time allows.

	Pay Period		Time / Absence Validation Deadline @ Noon* Job Data & Additional Pay Deadline @ 4:30pm*	Payroll Update Deadline @ 10am*	Payday
1	6/21/2021	7/4/2021	7/7/2021	7/9/2021	7/14/2021
2	07/05/2021	7/18/2021	7/21/2021	7/23/2021	7/28/2021
3	7/19/2021	8/1/2021	8/4/2021	8/6/2021	8/11/2021
4	8/2/2021	8/15/2021	8/18/2021	8/20/2021	8/25/2021
5	08/16/2021	8/29/2021	9/1/2021	*Thursday 9/02/2021 @ 1 PM	9/8/2021
6	8/30/2021	9/12/2021	9/15/2021	9/17/2021	9/22/2021
7	9/13/2021	9/26/2021	9/29/2021	10/1/2021	10/6/2021
8	09/27/2021	10/10/2021	10/13/2021	10/15/2021	10/20/2021
9	10/11/2021	10/24/2021	10/27/2021	10/29/2021	11/3/2021
10	10/25/2021	11/7/2021	11/10/2021	11/12/2021	11/17/2021
11	11/08/2021	11/21/2021	*Tuesday 11/23/2021	*Wednesday 11/24/21 @ 1 PM	12/1/2021
12	11/22/2021	12/5/2021	12/8/2021	12/10/2021	12/15/2021
13	12/6/2021	12/19/2021	*Tuesday 12/21/2021	*Wednesday 12/22/21 @ 1 PM	12/29/2021
14	12/20/2021	1/2/2022	1/5/2022	1/7/2022	1/12/2022
15	1/3/2022	1/16/2022	1/19/2022	1/21/2022	1/26/2022
16	1/17/2022	1/30/2022	2/2/2022	2/4/2022	2/9/2022
17	01/31/2022	2/13/2022	2/16/2022	2/18/2022	2/23/2022
18	2/14/2022	2/27/2022	3/2/2022	3/4/2022	3/9/2022
19	2/28/2022	3/13/2022	3/16/2022	3/18/2022	3/23/2022
20	03/14/2022	3/27/2022	3/30/2022	4/1/2022	4/6/2022
21	3/28/2022	4/10/2022	4/13/2022	4/15/2022	4/20/2022
22	4/11/2022	4/24/2022	4/27/2022	4/29/2022	5/4/2022
23	04/25/2022	5/8/2022	5/11/2022	5/13/2022	5/18/2022
24	5/9/2022	5/22/2022	5/25/2022	*Thursday 5/26/2022 @ 1 PM	6/1/2022
25	5/23/2022	6/5/2022	6/8/2022	6/10/2022	6/15/2022
26	06/06/2022	6/19/2022	6/22/2022	6/24/2022	6/29/2022

\*unless otherwise indicated