



TO : Faculty, Staff & Student Employees
 FROM : Payroll Department
 DATE : April 2020
 RE : Pay Schedule for Fiscal Year 2020-2021

PAY THROUGH:TIME ENTRY DUE:PAYDAY:**SUMMER 2020**

July 4, 2020
 July 18
 August 1
 August 15

July 6
 July 20
 August 3
 August 17

July 10
 July 24
 August 7
 August 21 ϕ

FALL 2020

August 29
 September 12
 September 26
 October 10
 October 24
 November 7
 November 21
 December 5
 December 19, 2020

August 31
 September 14
 September 28
 October 12
 October 26
 November 9
 November 23
 December 7
 December 14, 2020** (early)

September 4
 September 18
 October 2
 October 16
 October 30
 November 13
 November 27
 December 11
 December 24, 2020** (early)

WINTER 2021

January 2, 2021
 January 16
 January 30
 February 13
 February 27
 March 13
 March 27
 April 10
 April 24

January 4, 2021
 January 19** (Tuesday)
 February 1
 February 15
 March 1
 March 15
 March 29
 April 12
 April 26

January 8, 2021 \ast
 January 22
 February 5
 February 19
 March 5
 March 19
 April 2
 April 16
 April 30

SPRING 2021

May 8
 May 22
 June 5
 June 19

May 10
 May 24
 June 7
 June 21

May 14
 May 28
 June 11
 June 25, 2021

** Denotes special time for Web time entry and Ultra Time due dates because of holidays.

ϕ For student employment purposes pay period is in fall semester.

\ast For student employment purposes pay period is in winter semester and classes not in session.

Notes: Online payroll advices will be available on the portal (mysvsu.edu) by the pay date. For employees on the automated time reporting, all hour information MUST be entered and confirmed by the Monday 10:00 a.m. deadline.

Payroll information, such as supplemental pay forms, new employee information, etc., must be submitted to Human Resources W373 no later than noon on the Thursday immediately preceding the payroll week (unless notified of a different time).