



TO : Faculty, Staff & Student Employees
 FROM : Payroll Department
 DATE : April 2021
 RE : Pay Schedule for Fiscal Year 2021-2022

<u>PAY THROUGH:</u>	<u>TIME ENTRY DUE:</u>	<u>PAYDAY:</u>
SUMMER 2021		
July 3, 2021	July 6, 2021 ** (Tuesday)	July 9, 2021
July 17	July 19	July 23
July 31	August 2	August 6
August 14	August 16	August 20 φ
FALL 2021		
August 28	August 30	September 3
September 11	September 13	September 17
September 25	September 27	October 1
October 9	October 11	October 15
October 23	October 25	October 29
November 6	November 8	November 12
November 20	November 22	November 26
December 4	December 6	December 10
December 18, 2021	December 20, 2021	December 24, 2021
WINTER 2022		
January 1, 2022	January 3, 2022	January 7, 2022 *⊛
January 14	January 18 ** (Tuesday)	January 21
January 29	January 31	February 4
February 12	February 14	February 18
February 26	February 28	March 4
March 12	March 14	March 18
March 26	March 28	April 1
April 9	April 11	April 15
April 23	April 25	April 29
May 7	May 9	May 13
SPRING 2022		
May 21	May 23	May 27
June 4	June 6	June 10
June 18, 2022	June 20, 2022	June 24, 2022

- ** 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.
- *⊛ 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. Information must be submitted to Human Resources no later than noon on the Thursday immediately preceding the payroll week (unless notified of a different time).