

EASTERN KENTUCKY UNIVERSITY 2021-2022 PAYROLL CALENDAR

July 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				• 1	2	3
4 H	5	6	7	8 BW	9	10
11 X ★★	12	13	14 SM	15	16	17
18	19	20	21	22 BW	23	24
25 X	26	27	28	29 SM	30	31

Note: Due to year-end closing deadlines, web-time entry reporting for work completed 6/27-7/10 is due; submitted and approved by 10PM 7/12/21.

August 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 BW	6	7
8 X	9	10	11 •	12 SM ★	13	14
15	16	17	18	19 BW	20	21
22 X	23	24	25 •	26	27	28
29 SM	30	31				

September 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 BW ★★	3	4
5 X H	6	7	8 •	9	10	11
12	13	14 SM	15	16 BW	17	18
19 X	20	21	22 •	23	24	25
26	27	28	29 SM	30		

Note: Timesheets for work 8/22-9/4 is encouraged to be submitted Friday 9/3 prior to leaving work for the weekend. Although Monday 9/6 is a holiday, the submission deadline of 10PM will remain open for those that need to report. There is no extended submission time as a result of the holiday.

October 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					BW 1	2
3 X	4	5	6 •	7	8	9
10	11	12	13	14 BW SM	15	16
17 X	18	19	20 •	21	22	23
24	25	26	27	28 BW SM	29	30
31						

November 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	X 1	2	3 •	4	5	6
7	8	9	10	11 BW	12	13
14 SM X	15	16 •	17	18	19	20
21	22	23	24 H	25 BW H	26	27
28 X	29 SM	30				

NOTE: Timesheet approval normally due Thur. 9/18 is due Wed. 9/17 by 10PM as a result of the upcoming Thanksgiving holiday. Payroll must process 1 day earlier to allow for the banking holiday 11/25.

December 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 •	2	3	4
5	6	7	8	9 BW	10	11
12 X	13	14 SM	15 •	16 SM ★★	17	18
19	20	21	22	23 BW H	24	25
26 X	27	28	29 SM	30	31	

NOTE: Timesheets for work completed 12/12-12/25 is requested submitted and approved prior to leaving for winter break. If not completed before this time, then regularly scheduled times will remain in place. The ability to enter time will not be extended because we must process another payroll immediately upon return to work. Any missing time for this period will be added to the next payroll.

CALENDAR KEY

BW: Bi-Weekly Pay Dates (Check Distribution) Non-Exempt Employees; 26 total
 – Students are paid with Bi-Weekly

SM: Semi-Monthly Pay Dates (Check Distribution) Exempt/Salaried Employees; 24 total
 – Faculty are paid with Semi-Monthly
 (20 total academic year payrolls and 4 summer payrolls)

- ☐ : End of Bi-Weekly Pay Period indicated by block around the date
- X** : BW/ST timesheets are due by 10PM (recall to choose save AND submit)
- : Supervisor approval due by 10PM
- H** : This is an EKU Holiday and should be reported as HOL on timesheet
- EKU** : This is an EKU day as granted by the President. Report as EKU on timesheet.
- ★ : Faculty pay dates for academic year; beginning and end.

★★ : Timesheet submission and/or approval is requested by this date to accommodate payroll deadlines as the result of a holiday or accounting deadline. Reference the calendar Note: on the month where the double stars appear for more details

First scheduled pay for Part-time Faculty and Graduate Assistant:
 These dates are assuming all required paperwork has -- August 31, 2021
 been received by Human Resources by the cutoff dates: -- January 31, 2022

EASTERN KENTUCKY UNIVERSITY 2021-2022 PAYROLL CALENDAR

January 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	BW	8
9	X	10	11	12	•	15
16	H	17	18	19	20	22
23	X	24	25	26	•	29
30	31					

February 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	BW	5
6	X	7	8	9	•	12
13	14	SM	15	16	17	19
20	X	21	22	23	•	26
27	SM	28				

March 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	BW	5
6	X	7	8	9	•	12
13	14	SM	15	16	17	19
20	X	21	22	23	•	26
27	28	29	SM	30	31	

April 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					BW	2
3	X	4	5	6	•	9
10	11	12	13	14	BW SM	16
17	X	18	19	20	•	23
24	25	26	27	28	BW SM	30

May 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	X	2	3	4	•	7
8	9	10	11	12	BW SM	14
15	X	16	17	18	•	21
22	23	24	25	26	••	28
29	X SM	H 30	★	31		

NOTE: Timesheets for work 5/15-5/28 is encouraged for submission prior to leaving for the holiday weekend. Although Monday, May 30 is a holiday, the submission deadline of 10PM will remain open for those that need to report. There is no extended submission time as a result of the holiday.

June 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	•	4
5	6	7	8	9	BW	11
12	X	13	14	SM	15	18
19	20	21	22	23	BW	25
26	X	27	28	29	• SM	30

CALENDAR KEY

BW: Bi-Weekly Pay Dates (Check Distribution) Non-Exempt Employees; 26 total
 – Students are paid with Bi-Weekly

SM: Semi-Monthly Pay Dates (Check Distribution) Exempt/Salaried Employees; 24 total

– Faculty are paid with Semi-Monthly
 (20 total academic year payrolls and 4 summer payrolls)

- ☐ : End of Bi-Weekly Pay Period indicated by block around the date
- X : BW/ST timesheets are due by 10PM (recall to choose save AND submit)
- : Supervisor approval due by 10PM
- H : This is an EKU Holiday and should be reported as HOL on timesheet
- EKU** : This is an EKU day as granted by the President. Report as EKU on timesheet.
- ★ : Faculty pay dates for academic year; beginning and end.

★ ★ : Timesheet submission and/or approval is requested by this date to accommodate payroll deadlines as the result of a holiday or accounting deadline. Reference the calendar Note: on the month where the double stars appear for more details

First scheduled pay for Part-time Faculty and Graduate Assistant:
 These dates are assuming all required paperwork has -- August 31, 2021
 been received by Human Resources by the cutoff dates: -- January 31, 2022