

Human Resources

**State Regular, Salaried, Biweekly PT Faculty TA/GA
Payroll Calendar
Due Dates for 2021 - 2022**

| Period No. | Period From | Period To | Personnel Transaction Form (PTF) Due Dates | Paycheck Distributed | Human Resources Contacts |
|------------|-------------|--------------|--|----------------------|--|
| 1 | 4/1/2021 | - 4/14/2021 | Thursday 4/1/2021 | 4/28/2021 | <u>Appt Processing</u> Lisa Battie 645-8156 Angela Kuc 645-4427 Lynn Phalen 645-8158 Betty Wolf 645-4428 Dana Moore 645-8157 (Manager) |
| 2 | 4/15/2021 | - 4/28/2021 | Thursday 4/15/2021 | 5/12/2021 | |
| 3 | 4/29/2021 | - 5/12/2021 | Thursday 4/29/2021 | 5/26/2021 | |
| 4 | 5/13/2021 | - 5/26/2021 | Thursday 5/13/2021 | 6/9/2021 | |
| 5 | 5/27/2021 | - 6/9/2021 | Thursday 5/27/2021 | 6/23/2021 | |
| 6 | 6/10/2021 | - 6/23/2021 | Thursday 6/10/2021 | 7/6/2021 | |
| 7 | 6/24/2021 | - 7/7/2021 | Thursday 6/24/2021 | 7/21/2021 | |
| 8 | 7/8/2021 | - 7/21/2021 | Thursday 7/8/2021 | 8/4/2021 | |
| 9 | 7/22/2021 | - 8/4/2021 | Thursday 7/22/2021 | 8/18/2021 | |
| 10 | 8/5/2021 | - 8/18/2021 | Thursday 8/5/2021 | 9/1/2021 | <u>State Payroll</u> <u>Letters they Process</u> Elaine Hines 645-4425 A - CHA Kathy Maziol 645-5202 CHB - F Roseann Brzozowiec 645-4449 G - J Kathy Sears 645-4450 K - MCCA Cheryl Delano 645-4446 MCCB - QP Melissa Barone 645-4445 QU - STEE Joanne Intorre 645-4424 STEF - Z Karen Bauer 645-4448 (Manager) |
| 11 | 8/19/2021 | - 9/1/2021 | Thursday 8/19/2021 | 9/15/2021 | |
| 12 | 9/2/2021 | - 9/15/2021 | Thursday 9/2/2021 | 9/29/2021 | |
| 13 | 9/16/2021 | - 9/29/2021 | Thursday 9/16/2021 | 10/13/2021 | |
| 14 | 9/30/2021 | - 10/13/2021 | Thursday 9/30/2021 | 10/27/2021 | |
| 15 | 10/14/2021 | - 10/27/2021 | Thursday 10/14/2021 | 11/10/2021 | |
| 16 | 10/28/2021 | - 11/10/2021 | Thursday 10/28/2021 | 11/24/2021 | |
| 17 | 11/11/2021 | - 11/24/2021 | Thursday 11/11/2021 | 12/8/2021 | |
| 18 | 11/25/2021 | - 12/8/2021 | Thursday 11/25/2021 | 12/22/2021 | |
| 19 | 12/9/2021 | - 12/22/2021 | Thursday 12/9/2021 | 1/5/2022 | |
| 20 | 12/23/2021 | - 1/5/2022 | Thursday 12/23/2021 | 1/19/2022 | |
| 21 | 1/6/2022 | - 1/19/2022 | Thursday 1/6/2022 | 2/2/2022 | |
| 22 | 1/20/2022 | - 2/2/2022 | Thursday 1/20/2022 | 2/16/2022 | |
| 23 | 2/3/2022 | - 2/16/2022 | Thursday 2/3/2022 | 3/2/2022 | |
| 24 | 2/17/2022 | - 3/2/2022 | Thursday 2/17/2022 | 3/16/2022 | |
| 25 | 3/3/2022 | - 3/16/2022 | Thursday 3/3/2022 | 3/30/2022 | |
| 26 | 3/17/2022 | - 3/30/2022 | Thursday 3/17/2022 | 4/13/2022 | |

Retroactive payments may be processed for up to five pay periods NOT including the current payroll. If more than 5 pay periods late a justification letter will be required. This is a state (OSC) directive and therefore no exceptions are allowed.

Transaction Effective and End Dates by Semester

| | <u>Spring 2021</u> | <u>Fall 2021</u> | <u>Spring 2022</u> |
|--------------|--|----------------------------|----------------------------|
| 21P | 01/14/21 - 08/18/21 | 08/19/21 - 01/12/22 | 01/13/22 - 08/17/22 |
| | Academic year obligation paid over 21 pay periods | | |
| CAL | 03/02/21 (noon) - 08/31/21 | 09/01/21 - 03/02/22 (noon) | 03/02/22 (noon) - 08/31/22 |
| | Academic year obligation paid on an annual salary basis over 12 months | | |
| BIW | 01/07/21 - 05/26/21 | 08/19/21 - 01/05/22 | 01/06/22 - 05/25/22 |
| | Academic year obligation paid over 20 pay periods, semester obligations paid over 10 pay periods | | |
| TA/GA | 01/07/21 - 05/26/21 | 08/19/21 - 01/05/22 | 01/06/22 - 05/25/22 |
| | Academic year obligation paid over 20 pay periods, semester obligations paid over 10 pay periods | | |