





BIWEEKLY PAYROLL SCHEDULE & TIMESHEET DUE DATES 2021-2022 (FISCAL YEAR 2022)

Total Working Hours in FY22: 2088

PAYROLL #	DEADLINE 12PM ON THIS DATE: YOUR TIMESHEET MUST BE FULLY SUBMITTED & APPROVED BY YOUR MANAGER	FROM (SUNDAY)	THRU (SATURDAY)	PAY DAY	LONGEVITY PAY	# OF DAYS	IMPORTANT INFORMATION
1	09.06.2021	08.22.2021	09.04.2021	09.10.2021	Y	10 (FY21=7 FY22=3)	
2	09.20.2021	09.05.2021	09.18.2021	09.24.2021		10	
3	10.04.2021	09.19.2021	10.02.2021	10.08.2021	Y	10	
4	10.18.2021	10.03.2021	10.16.2021	10.22.2021		10	
5	11.01.2021	10.17.2021	10.30.2021	11.05.2021		10	
6	11.15.2021	10.31.2021	11.13.2021	11.19.2021	Y	10	
7	11.29.2021	11.14.2021	11.27.2021	12.03.2021		10	
8	12.13.2021	11.28.2021	12.11.2021	12.17.2021	Y	10	
Estimate Timesheet 9	12.17.2021	12.12.2021	12.25.2021	12.31.2021	(NO INSURANCE)	10	 EARLY SUBMISSION
10	01.10.2022	12.26.2021	01.08.2022	01.14.2022	Y	10	
11	01.24.2022	01.09.2022	01.22.2022	01.28.2022		10	
12	02.07.2022	01.23.2022	02.05.2022	02.11.2022	Y	10	
13	02.21.2022	02.06.2022	02.19.2022	02.25.2022		10	
14	03.07.2022	02.20.2022	03.05.2022	03.11.2022	Y	10	
15	03.21.2022	03.06.2022	03.19.2022	03.25.2022		10	
16	04.04.2022	03.20.2022	04.02.2022	04.08.2022	Y	10	
17	04.18.2022	04.03.2022	04.16.2022	04.22.2022		10	
18	05.02.2022	04.17.2022	04.30.2022	05.06.2022	Y	10	
19	05.16.2022	05.01.2022	05.14.2022	05.20.2022		10	
Estimate Timesheet 20	05.27.2022	05.15.2022	05.28.2022	06.03.2022		10	 EARLY SUBMISSION
21	06.13.2022	05.29.2022	06.11.2022	06.17.2022	Y	10	
22	06.28.2021	06.12.2022	06.25.2022	07.01.2022		10	
23	07.11.2022	06.26.2022	07.09.2022	07.15.2022	Y	10	
24	07.25.2022	07.10.2022	07.23.2022	07.29.2022		10	(NO INSURANCE)

25	08.08.2022	07.24.2022	08.06.2022	08.12.2022	Y	10	
26	08.23.2021	08.07.2022	08.20.2022	08.26.2022		10	
FY23							
1	09.06.2020	08.21.2022	09.03.2022	09.09.2022	Y	10 (FY22=8 FY23=2)	
<p>For questions or assistance with Biweekly Payroll, please contact Kirsten Daniel (254)-968-9653 EMAIL: Daniel@tarleton.edu MAILING ADDRESS: Box T-0120, Stephenville, Texas 76402 Website: WWW.TARLETON.EDU/PAYROLL</p>							