



Semi-monthly payroll	Payroll Period Start Date	Payroll Period End Date	E-forms must be approved by HR/PAYROLL by noon on:	Time must be entered and approved in SAP by noon on:	Payday
19	September 24	October 8	October 5	October 11	October 15
20	October 9	October 24	October 19	October 25	October 29
21	October 25	November 8	November 2	November 8	November 15*
22	November 9	November 23	November 16	November 22	November 30*
23	November 24	December 8	December 3	December 9	December 15
24	December 9	December 24	December 9	December 15	December 21*
1	December 25, 2021	January 8, 2022	January 5, 2022	January 10, 2022	January 14, 2022
2	January 9	January 24	January 19	January 25	January 31
3	January 25	February 8	February 3	February 9	February 15
4	February 9	February 21	February 16	February 22	February 28
5	February 22	March 8	March 3	March 9	March 15
6	March 9	March 24	March 21	March 25	March 31
7	March 25	April 8	April 5	April 8	April 14*
8	April 9	April 23	April 19	April 25	April 29
9	April 24	May 8	May 3	May 9	May 13
10	May 9	May 24	May 19	May 25	May 31
11	May 25	June 8	June 3	June 9	June 15
12	June 9	June 23	June 20	June 24	June 30
13	June 24	July 8	July 5	July 11	July 15
14	July 9	July 24	July 19	July 25	July 29
15	July 25	August 8	August 3	August 9	August 15
16	August 9	August 24	August 18	August 25	August 31
17	August 25	September 8	September 2	September 9	September 15
18	September 9	September 23	September 20	September 26	September 30
19	September 24	October 8	October 4	October 10	October 14
20	October 9	October 24	October 19	October 25	October 31
21	October 25	November 8	November 3	November 8	November 15*
22	November 9	November 23	November 16	November 21	November 30*
23	November 24	December 8	December 5	December 9	December 15
24	December 9	December 24	December 9	December 14	December 20*

* The deadline for time entry and approval may fall on or before the end of the payroll period. In some cases, estimating time worked for the last days of the payroll period will be necessary