

Administrative Payroll Schedule 2021 -2022

Delay in submitting documentation required for hiring may affect an employee's start and pay date.

Payroll No.	Payroll Thursday	Period Wednesday	Bi-Weekly Time Sheet Due in Payroll *	Hire Papers Due (Wed) in Budget	Hire Papers Due Wed in Human Resources **	Pay Date
26	3/18/2021 -	3/31/2021	4/1/2021	2/24/2021	3/3/2021	4/14/2021
1	4/1/2021 -	4/14/2021	4/15/2021	3/10/2021	3/17/2021	4/28/2021
2	4/15/2021 -	4/28/2021	4/29/2021	3/24/2021	3/31/2021	5/12/2021
3	4/29/2021 -	5/12/2021	5/13/2021	4/7/2021	4/14/2021	5/26/2021
4	5/13/2021 -	5/26/2021	5/27/2021	4/21/2021	4/28/2021	6/9/2021
5	5/27/2021 -	6/9/2021	6/10/2021	5/5/2021	5/12/2021	6/23/2021
6	6/10/2021 -	6/23/2021	6/24/2021	5/19/2021	5/26/2021	7/7/2021
7	6/24/2021 -	7/7/2021	7/8/2021	6/2/2021	6/9/2021	7/21/2021
8	7/8/2021 -	7/21/2021	7/22/2021	6/16/2021	6/23/2021	8/4/2021
9	7/22/2021 -	8/4/2021	8/5/2021	6/30/2021	7/7/2021	8/18/2021
10	8/5/2021 -	8/18/2021	8/19/2021	7/14/2021	7/21/2021	9/1/2021
11	8/19/2021 -	9/1/2021	9/2/2021	7/28/2021	8/4/2021	9/15/2021
12	9/2/2021 -	9/15/2021	9/16/2021	8/11/2021	8/18/2021	9/29/2021
13	9/16/2021 -	9/29/2021	9/30/2021	8/25/2021	9/1/2021	10/13/2021
14	9/30/2021 -	10/13/2021	10/14/2021	9/8/2021	9/15/2021	10/27/2021
15	10/14/2021 -	10/27/2021	10/28/2021	9/22/2021	9/29/2021	11/10/2021
16	10/28/2021 -	11/10/2021	11/11/2021	10/6/2021	10/13/2021	11/24/2021
17	11/11/2021 -	11/24/2021	11/25/2021	10/20/2021	10/27/2021	12/8/2021
18	11/25/2021 -	12/8/2021	12/9/2021	11/3/2021	11/10/2021	12/22/2021
19	12/9/2021 -	12/22/2021	12/23/2021	11/17/2021	11/24/2021	1/5/2022
20	12/23/2021 -	1/5/2022	1/6/2022	12/1/2021	12/8/2021	1/19/2022
21	1/6/2022 -	1/19/2022	1/20/2022	12/15/2021	12/22/2021	2/2/2022
22	1/20/2022 -	2/2/2022	2/3/2022	12/29/2021	1/5/2022	2/16/2022
23	2/3/2022 -	2/16/2022	2/17/2022	1/12/2022	1/19/2022	3/2/2022
24	2/17/2022 -	3/2/2022	3/3/2022	1/26/2022	2/2/2022	3/16/2022
25	3/3/2022 -	3/16/2022	3/17/2022	2/9/2022	2/16/2022	3/30/2022
26	3/17/2022 -	3/30/2022	3/31/2022	2/23/2022	3/2/2022	4/13/2022

***Time Sheets are due in Payroll by noon on this day.**

**** Fully Completed Appointment packets are due in Human Resources on this day:**

Personal Action Form (PAF) submitted via HRETS, I-9 form complete
with copies of acceptable ID documents, W4's, IT-2104 if needed an Extra Service Voucher,
Dual Employment Forms and/or any supporting documentation.

For Assistance call:

Human Resources: Ext. 6090

Robin Farrell, Payroll Manager: Ext. 6096

Paula Rankine, Manager, Human Resources Information Systems: Extension 6092

Beth Goula, Payroll Coordinator: Ext. 5905

Susan Ciliberti, Time & Attendance Coordinator: Extension 6057

Noemi Ramos-Spaziente Benefits/Payroll Coordinator Ext. 6648