



UNIVERSITY
OF DALLAS

2021 Hourly Staff/Student Employee Payroll Schedule

| Remember: New Hire paperwork must be submitted at least a week prior to the first day of work | | | | | | | | | |
|---|-------|------------|----------|--------------|----------|----------------|-------------|----------|-----------------|
| Pay # | Month | Start Date | End Date | Emp Time | Cut-off | Supervisors | Cut-off | Pay Date | |
| | | | | Entry Due | Time for | Time Entry | Time for | | |
| | | | | Date | Employee | Due Date | Supervisors | | |
| 2021 | | | | | | | | | |
| 1 | Dec | 12/12 | 12/25 | 12/28 | 11:59 PM | 12/29 * | 12:00 PM | 1/6 | Christmas |
| 2 | | 12/26 | 1/8 | 1/12 | 11:59 PM | 1/14 | 12:00 PM | 1/20 | New Year's |
| 3 | Jan | 1/9 | 1/22 | 1/26 | 11:59 PM | 1/28 | 12:00 PM | 2/3 | MLK |
| 4 | | 1/23 | 2/5 | 2/9 | 11:59 PM | 2/11 | 12:00 PM | 2/17 | |
| 5 | Feb | 2/6 | 2/19 | 2/23 | 11:59 PM | 2/25 | 12:00 PM | 3/3 | President's Day |
| 6 | | 2/20 | 3/5 | 3/9 | 11:59 PM | 3/11 | 12:00 PM | 3/17 | |
| 7 | Mar | 3/6 | 3/19 | 3/23 | 11:59 PM | 3/25 | 12:00 PM | 3/31 | |
| 8 | | 3/20 | 4/2 | 4/6 | 11:59 PM | 4/8 * | 12:00 PM | 4/14 | Good Friday |
| 9 | Apr | 4/3 | 4/16 | 4/20 | 11:59 PM | 4/22 | 12:00 PM | 4/28 | Easter |
| 10 | | 4/17 | 4/30 | 5/4 | 11:59 PM | 5/6 | 12:00 PM | 5/12 | |
| 11 | May | 5/1 | 5/14 | 5/18 | 11:59 PM | 5/20 | 12:00 PM | 5/26 | |
| 12 | | 5/15 | 5/28 | 6/1 | 11:59 PM | 6/3 | 12:00 PM | 6/9 | |
| 13 | Jun | 5/29 | 6/11 | 6/15 | 11:59 PM | 6/17 | 12:00 PM | 6/23 | Memorial Day |
| 14 | | 6/12 | 6/25 | 6/29 | 11:59 PM | 7/1 | 12:00 PM | 7/7 | |
| 15 | Jul | 6/26 | 7/9 | 7/13 | 11:59 PM | 7/15 | 12:00 PM | 7/21 | 4th of July |
| 16 | | 7/10 | 7/23 | 7/27 | 11:59 PM | 7/29 | 12:00 PM | 8/4 | |
| 17 | | 7/24 | 8/6 | 8/10 | 11:59 PM | 8/12 | 12:00 PM | 8/18 | |
| 18 | Aug | 8/7 | 8/20 | 8/24 | 11:59 PM | 8/26 | 12:00 PM | 9/1 | |
| 19 | | 8/21 | 9/3 | 9/7 | 11:59 PM | 9/9 | 12:00 PM | 9/15 | |
| 20 | Sep | 9/4 | 9/17 | 9/21 | 11:59 PM | 9/23 | 12:00 PM | 9/29 | Labor Day |
| 21 | | 9/18 | 10/1 | 10/5 | 11:59 PM | 10/7 | 12:00 PM | 10/13 | |
| 22 | Oct | 10/2 | 10/15 | 10/19 | 11:59 PM | 10/21 | 12:00 PM | 10/27 | Columbus Day |
| 23 | | 10/16 | 10/29 | 11/2 | 11:59 PM | 11/4 | 12:00 PM | 11/10 | |
| 24 | Nov | 10/30 | 11/12 | 11/16 | 11:59 PM | 11/18 | 12:00 PM | 11/24 | Veterans Day |
| 25 | | 11/13 | 11/26 | 11/30 | 11:59 PM | 12/2 * | 12:00 PM | 12/8 | Thanksgiving |
| 26 | Dec | 11/27 | 12/10 | 12/14 | 11:59 PM | 12/16 | 12:00 PM | 12/22 | |

*Due to the holidays noted above, supervisors must approve time immediately during these critical dates to ensure timely pay of employees.