

Engineering Payroll

## SCHEDULE OF 2021-2022 BIWEEKLY PAY PERIODS

September 1, 2021

Payroll Period #	From	Thru	Initialization Payroll and Retro	Timesheets Due	Settlement	Pay Date	Longevity Pay Dates
1	Aug 22	Sep 04	Sep 02	Sep 06	Sep 08	Sep 10	L
2	Sep 05	Sep 18	Sep 17	Sep 20	Sep 22	Sep 24	
3	Sep 19	Oct 02	Oct 01	Oct 04	Oct 06	Oct 08	L
4	Oct 03	Oct 16	Oct 15	Oct 18	Oct 20	Oct 22	
5	Oct 17	Oct 30	Oct 29	Nov 01	Nov 03	Nov 05	
6	Oct 31	Nov 13	Nov 12	Nov 15	Nov 17	Nov 19	L
7	Nov 14	Nov 27	Nov 23*	Nov 29	Dec 01	Dec 03	
8	Nov 28	Dec 11	Dec 10	Dec 13	Dec 15	Dec 17	L
9	Dec 12	Dec 25	Dec 16*	Dec 17*	Dec 21*	Dec 31**	(No Ins)
10	Dec 26	Jan 08	Jan 07	Jan 10	Jan 12	Jan 14	L
11	Jan 09	Jan 22	Jan 21	Jan 24	Jan 26	Jan 28	
12	Jan 23	Feb 05	Feb 04	Feb 07	Feb 09	Feb 11	L
13	Feb 06	Feb 19	Feb 18	Feb 21	Feb 23	Feb 25	
14	Feb 20	Mar 05	Mar 04	Mar 07	Mar 09	Mar 11	L
15	Mar 06	Mar 19	Mar 17*	Mar 21	Mar 23	Mar 25	
16	Mar 20	Apr 02	Apr 01	Apr 04	Apr 06	Apr 08	L
17	Apr 03	Apr 16	Apr 15	Apr 18	Apr 20	Apr 22	
18	Apr 17	Apr 30	Apr 29	May 02	May 04	May 06	
19	May 01	May 14	May 13	May 16	May 18	May 20	L
20	May 15	May 28	May 25*	May 27*	Jun 01	Jun 03	
21	May 29	Jun 11	Jun 10	Jun 13	Jun 15	Jun 17	L
22	Jun 12	Jun 25	Jun 24	Jun 27	Jun 29	Jul 01	
23	Jun 26	Jul 09	Jul 08	Jul 11	Jul 13	Jul 15	L
24	Jul 10	Jul 23	Jul 22	Jul 25	Jul 27	Jul 29	(No Ins)
25	Jul 24	Aug 06	Aug 05	Aug 08	Aug 10	Aug 12	L
26	Aug 07	Aug 20	Aug 19	Aug 22	Aug 24	Aug 26	
FY23	Aug 21	Sept 03	Sep 02	Sep 05	Sep 07	Sept 09	L

\*Denotes early due dates because of holidays or year end

\*\*Denotes pay date during holiday/office closure

**NOTES:**

- Current pay period timesheets approved between due date and settlement should be picked up during pay calculations prior to settlement.
- Prior pay period timesheets (back pay) approved after initialization will not be reflected on the current payroll. If needing to pay ASAP, submit supplement via Laserfiche @ [https://it-lf-ecmf2.ads.tamu.edu/Forms/Payroll\\_Supplement](https://it-lf-ecmf2.ads.tamu.edu/Forms/Payroll_Supplement) no later than the current timesheet due date.
- The above schedule is subject to change based upon processing requirements.
- Engineering Payroll has compiled a list of recommended reports that can be run to check departmental payroll. Those reports can be found under Departmental Resources > Guidelines on the Engineering Payroll Website. <https://tees.tamu.edu/payroll/index.html>