

PRINCETON UNIVERSITY

**Biweekly Payroll - Time and Absence Schedule
July 2021 - June 2022 (FY- 22)**

Regular Office Support, Library, Maintenance & Shop Employees, Casual Hourly employees , Undergraduate and Graduate Student Hourly Work

Month & Year	Pay Period in Month	Pay Period Begin Date	Pay Period End Date	Changes Due to HR (Main Campus or PPPL) or Student Employment Office	TCP (Campus Dining) and POSS (DPS) Files Due	SNAP Files Due	Absence Entry Deadline	Student Time Entry Deadline - TimeSheetX	Employee Time Entry Deadline	Time & Labor and TimeSheetX Pay Rep Approval Deadline	Pay Date
Jul 2021	1st	06/14/21	06/27/21	06/25/21	06/28/21	06/28/21	06/28/21	06/27/21	06/28/21	06/29/21	07/07/21
Jul 2021	2nd	06/28/21	07/11/21	07/09/21	07/12/21	07/12/21	07/12/21	07/11/21	07/12/21	07/13/21	07/21/21
Aug 2021	1st	07/12/21	07/25/21	07/23/21	07/26/21	07/26/21	07/26/21	07/25/21	07/26/21	07/27/21	08/04/21
Aug 2021	2nd	07/26/21	08/08/21	08/06/21	08/09/21	08/09/21	08/09/21	08/08/21	08/09/21	08/10/21	08/18/21
Sep 2021	1st	08/09/21	08/22/21	08/20/21	08/23/21	08/23/21	08/23/21	08/22/21	08/23/21	08/24/21	09/01/21
Sep 2021	2nd	08/23/21	09/05/21	09/03/21	09/07/21 (Tuesday)	09/07/2021 (Tuesday 9:00 AM)	09/07/2021 (Tuesday 9:00 AM)	09/05/21	09/07/2021 (Tuesday 9:00 AM)	09/07/2021 (4:00 PM)	09/15/21
Sep 2021	3rd	09/06/21	09/19/21	09/17/21	09/20/21	09/20/21	09/20/21	09/19/21	09/20/21	09/21/21	09/29/21
Oct 2021	1st	09/20/21	10/03/21	10/01/21	10/04/21	10/04/21	10/04/21	10/03/21	10/04/21	10/05/21	10/13/21
Oct 2021	2nd	10/04/21	10/17/21	10/15/21	10/18/21	10/18/21	10/18/21	10/17/21	10/18/21	10/19/21	10/27/21
Nov 2021	1st	10/18/21	10/31/21	10/29/21	11/01/21	11/01/21	11/01/21	10/31/21	11/01/21	11/02/21	11/10/21
Nov 2021	2nd	11/01/21	11/14/21	11/12/21	11/15/21	11/15/21	11/15/21	11/14/21	11/15/21	11/16/21	11/24/21
Dec 2021	1st	11/15/21	11/28/21	11/24/21 (Wednesday)	11/29/21	11/29/21	11/29/21	11/28/21	11/29/21	11/30/21	12/08/21
Dec 2021	2nd	11/29/21	12/12/21	12/10/21	12/13/21	12/13/21	12/13/21	12/12/21	12/13/21	12/14/2021 (10:00 AM)	12/22/21
Jan 2022	1st	12/13/21	12/26/21	12/22/21 (Wednesday)	12/27/21	12/27/21 (9:00 AM)	12/27/21 (9:00 AM)	12/26/21	12/27/21 (9:00 AM)	12/27/21 (Monday 2:00 PM)	01/05/22
Jan 2022	2nd	12/27/21	01/09/22	01/07/22	01/10/22	01/10/22	01/10/22	01/09/22	01/10/22	01/11/22	01/19/22
Feb 2022	1st	01/10/22	01/23/22	01/21/22	01/24/22	01/24/22	01/24/22	01/23/22	01/24/22	01/25/22	02/02/22
Feb 2022	2nd	01/24/22	02/06/22	02/04/22	02/07/22	02/07/22	02/07/22	02/06/22	02/07/22	02/08/22	02/16/22
Mar 2022	1st	02/07/22	02/20/22	02/18/22	02/21/22	02/21/22	02/21/22	02/20/22	02/21/22	02/22/22	03/02/22
Mar 2022	2nd	02/21/22	03/06/22	03/04/22	03/07/22	03/07/22	03/07/22	03/06/22	03/07/22	03/08/22	03/16/22
Mar 2022	3rd	03/07/22	03/20/22	03/18/22	03/21/22	03/21/22	03/21/22	03/20/22	03/21/22	03/22/22	03/30/22
Apr 2022	1st	03/21/22	04/03/22	04/01/22	04/04/22	04/04/22	04/04/22	04/03/22	04/04/22	04/05/22	04/13/22
Apr 2022	2nd	04/04/22	04/17/22	04/15/22	04/18/22	04/18/22	04/18/22	04/17/22	04/18/22	04/19/22	04/27/22
May 2022	1st	04/18/22	05/01/22	04/29/22	05/02/22	05/02/22	05/02/22	05/01/22	05/02/22	05/03/22	05/11/22
May 2022	2nd	05/02/22	05/15/22	05/13/22	05/16/22	05/16/22	05/16/22	05/15/22	05/16/22	05/17/22	05/25/22
Jun 2022	1st	05/16/22	05/29/22	05/27/22	5/31/2022 (Tuesday 9:00 AM)	5/31/2022 (Tuesday 9:00 AM)	5/31/2022 (Tuesday 9:00 AM)	05/29/21	5/31/2022 (Tuesday 9:00 AM)	5/31/2022 (Tuesday 4:00 PM)	06/08/22
Jun 2022	2nd	05/30/22	06/12/22	06/10/22	06/13/22	06/13/22	06/13/22	06/12/22	06/13/22	06/14/22	06/22/22

*In order for a change to be included in a specific biweekly payroll, the required forms must be submitted to the appropriate office by 12:00 PM on the due date.
Human Resources main campus (100 Overlook, 4th Floor), Human Resources PPPL, or Student Employment Office.*

Important Notes

- Due to Labor Day, Time & Labor and TimeSheetX approvals must be completed by 4:00 PM on Tuesday September 7th.*
- Pay Period Ending 12/12/21, Time & Labor and TimeSheetX approvals must be completed by 10:00 AM on Tuesday December 14th.*
- Due to the New Year's Holiday, Time & Labor and TimeSheetX approvals must be completed by 2:00 PM on Monday December 27th.*
- Due to Memorial Day, Time & Labor and TimeSheetX approvals must be completed by 4:00 PM on Tuesday May 31st.*

Faculty, Graduate Students and Staff

Paychecks are sent to departments via campus mail. Direct deposit pay statements can be viewed and printed via Self Service

Undergraduate Student Paychecks

Checks are sent to the Frist mailbox

Inactive Faculty, Students and Staff

Final paychecks and pay statements are mailed to the home address on file