

## 2021 - 2022 DEPARTMENT/HUMAN RESOURCES/LOADSHEETS/PAYROLL RUN SCHEDULES & DEADLINES

*Updated 6/10/2021*

Pay Date	Pay Periods	<b>DEPARTMENT DEADLINE</b> <i>Forms must be rec'd by HR &amp; paperwork COMPLETED by:</i>	Load Sheet Submission for Approval Deadline	Load Sheet Finalization for ALL Approvals Deadline	Subs & Docks Submitted to Payroll Office	<i>HR Keying Deadline</i>	Certifier Deadlines	Holidays
<b>FALL 2021 - 2022 SEMESTER</b>								
9/15/2021	8/16 - 8/31/2021	<b>8/27/2021</b>	8/31/2021	9/1/2021	9/1/2021	<b>9/1/2021</b>	9/7/2021	Labor Day 9/6
9/30/2021	9/1 - 9/15/2021	<b>9/15/2021</b>	9/16/2021	9/17/2021	9/16/2021	<b>9/17/2021</b>	9/22/2021	
10/15/2021	9/16 - 9/30/2021	<b>10/29/2021</b>	9/30/2021	10/1/2021	10/1/2021	<b>10/1/2021</b>	10/6/2021	UF Homecoming 10/8
10/29/2021	10/1 - 10/15/2021	<b>10/15/2021</b>	10/15/2021	10/18/2021	10/18/2021	<b>10/18/2021</b>	10/21/2021	<i>Banks closed 10/11/21</i>
11/15/2021	10/16 - 10/31/2021	<b>10/28/2021</b>	10/29/2021	11/1/2021	11/1/2021	<b>11/1/2021</b>	11/4/2021	Veteran's Day 11/11
11/30/2021	11/1 - 11/15/2021	<b>11/12/2021</b>	11/12/2021	11/15/2021	11/16/2021	<b>11/15/2021</b>	11/18/2021	Thanksgiving 11/25 -11/26
12/15/2021	11/16 - 11/30/2021	<b>11/30/2021</b>	12/2/2021	12/3/2021	12/1/2021	<b>12/3/2021</b>	12/7/2021	
12/31/2021	12/1 - 12/15/2021	<b>12/14/2021</b>	12/13/2021	12/13/2021	12/14/2021	<b>12/13/2021</b>	12/16/2021	
1/14/2022	12/16 - 12/31/2021	<b>12/17/2021</b>	1/3/2022	1/4/2022	1/4/2022	<b>1/4/2022</b>	1/6/2022	Winter Break 12/20 - 12/31/21
<b>SPRING 2021 - 2022 SEMESTER</b>								
1/31/2022	1/1 - 1/15/2022	<b>1/15/2022</b>	1/18/2022	1/18/2022	1/18/2022	<b>1/18/2022</b>	1/21/2022	ML King Day 1/17/22
2/15/2022	1/16 - 1/31/2022	<b>1/31/2022</b>	2/1/2022	2/2/2022	2/1/2022	<b>2/2/2022</b>	2/7/2022	
2/28/2022	2/1 - 2/15/2022	<b>2/11/2022</b>	2/14/2022	2/15/2022	2/16/2022	<b>2/15/2022</b>	2/18/2022	<i>Banks closed 2/21/2022</i>
3/15/2022	2/16 - 2/28/2022	<b>2/24/2022</b>	2/28/2022	2/28/2022	2/28/2022	<b>2/28/2022</b>	3/2/2022	Spring Break 3/7 - 3/11
3/31/2022	3/1 - 3/15/2022	<b>3/15/2022</b>	3/17/2022	3/18/2022	3/16/2022	<b>3/18/2022</b>	3/23/2022	
4/15/2022	3/16 - 3/31/2022	<b>3/31/2022</b>	4/1/2022	4/4/2022	4/1/2022	<b>4/4/2022</b>	4/7/2022	
4/29/2022	4/1 - 4/15/2022	<b>4/14/2022</b>	4/15/2022	4/18/2022	4/18/2022	<b>4/18/2022</b>	4/21/2022	
5/13/2022	4/16 - 4/30/2022	<b>4/28/2022</b>	5/2/2022	5/2/2022	5/2/2022	<b>5/2/2022</b>	5/5/2022	
<b>SUMMER 2021 - 2022 SEMESTER</b>								
5/31/2022	5/1 - 5/15/2022	<b>5/13/2022</b>	5/17/2022	5/17/2022	5/16/2022	<b>5/17/2022</b>	5/20/2022	Memorial Day 5/30
6/15/2022	5/16 - 5/31/2022	<b>5/31/2022</b>	6/1/2022	6/2/2022	6/1/2022	<b>6/2/2022</b>	6/7/2022	
6/30/2022	6/1 - 6/15/2022	<b>6/14/2022</b>	6/15/2022	6/16/2022	6/16/2022	<b>6/16/2022</b>	6/22/2022	Juneteenth 6/17
7/15/2022	6/16 - 6/30/2022	<b>6/30/2022</b>	7/5/2022	7/5/2022	7/1/2022	<b>7/5/2022</b>	7/7/2022	Independence Day 7/4
7/29/2022	7/1 - 7/15/2022	<b>7/14/2022</b>	7/15/2022	7/18/2022	7/18/2022	<b>7/18/2022</b>	7/21/2022	
8/15/2022	7/16 - 7/31/2022	<b>7/29/2022</b>	8/1/2022	8/2/2022	8/1/2022	<b>8/2/2022</b>	8/5/2022	
8/31/2022	8/1 - 8/15/2022	<b>8/15/2022</b>	8/17/2022	8/18/2022	8/16/2022	<b>8/18/2022</b>	8/23/2022	

**\*\*NOTE:** Yellow highlighted dates indicate variations in standard scheduling due to Holidays and College breaks, creating extremely compressed scheduling.

*All Recommendations for Appointment, Supplemental Pay Requests, Stipends, and any other payroll requests requiring data entry by the HR Department must be*

*All recommendations for Appointment, Supplemental Pay requests, Stepens, and any other payroll paperwork requiring data entry by the HR Department must be submitted on or before the Department Deadline. New hires must complete the hiring process on or before the Department Deadline in order for timely processing and payment.*