

## REVISION #3 LMU Payroll Calendar

**This Schedule is subject to change without notice as deem necessary by the Payroll Office**

### DEC 2020 - JAN 2022

Payroll Group	Pay Period Begins	Pay Period End	Human Resources (HR) Payroll Changes & Pay Request Cutoff Date & Time		Timesheet Due Date	MyTime Cutoff time Supervisor approved <b>before 9:30 a.m.</b>	Pay Date	Holidays/Special Instructions (for Payroll)
BW - Staff	11/15/2020	11/28/2020	Monday, November 30, 2020	12:00 noon	Monday, November 30, 2020		12/4/2020	Thanksgiving (11/26-11/27)
SM - Faculty	12/1/2020	12/15/2020	Wednesday, December 9, 2020	12:00 noon	N/A	N/A	12/15/2020	
BW - Staff	11/29/2020	12/12/2020	Saturday, November 14, 2020	12:00 noon	Monday, December 14, 2020		12/18/2020	
Revised SM - Faculty	12/16/2020	12/31/2020	Monday, December 21, 2020	12:00 noon	N/A	N/A	12/28/2020	LMU Christmas Break (12/23-12/31) (ADP and Banks closed; paydate will be earlier)
BW - Staff	12/13/2020	12/26/2020	Monday, December 21, 2020	12:00 noon	Thursday, December 17, 2020	5:00 p.m. deadline	12/28/2020	LMU Christmas Break (12/23-12/25) (ADP and Banks closed; pay date will be earlier)
SM - Faculty	1/1/2021	1/15/2021	Monday, January 11, 2021	12:00 noon	N/A	N/A	1/15/2021	New Year's (1/1)
BW - Staff	12/27/2020	1/9/2021	Monday, January 11, 2021	12:00 noon	Monday, January 11, 2021		1/15/2021	Christmas/New Year's (12/28-1/1)
SM - Faculty	1/16/2021	1/31/2021	Monday, January 25, 2021	12:00 noon	N/A	N/A	1/29/2021	
BW - Staff	1/10/2021	1/23/2021	Monday, January 25, 2021	12:00 noon	Monday, January 25, 2021		1/29/2021	Dr. Martin Luther King Holiday
BW - Staff	1/24/2021	2/6/2021	Monday, February 8, 2021	12:00 noon	Monday, February 8, 2021		2/12/2021	
SM - Faculty	2/1/2021	2/15/2021	Monday, February 8, 2021	12:00 noon	N/A	N/A	2/12/2021	Presidents' Holiday 2/15/2021
SM - Faculty	2/16/2021	2/28/2021	Monday, February 22, 2021	12:00 noon	N/A	N/A	2/26/2021	
BW - Staff	2/7/2021	2/20/2021	Monday, February 22, 2021	12:00 noon	Monday, February 22, 2021		2/26/2021	
BW - Staff	2/21/2021	3/6/2021	Monday, March 8, 2021	12:00 noon	Monday, March 8, 2021		3/12/2021	
SM - Faculty	3/1/2021	3/15/2021	Tuesday, March 9, 2021	12:00 noon	N/A	N/A	3/15/2021	
BW - Staff	3/7/2021	3/20/2021	Monday, March 22, 2021	12:00 noon	Monday, March 22, 2021		3/26/2021	
SM - Faculty	3/16/2021	3/31/2021	Thursday, March 25, 2021	12:00 noon	N/A	N/A	3/31/2021	
BW - Staff	3/21/2021	4/3/2021	Monday, April 5, 2021	12:00 noon	Tuesday, March 30, 2021	5:00 p.m. deadline	4/9/2021	Cesar Chavez (4/1) & Good Friday (4/2)
SM - Faculty	4/1/2021	4/15/2021	Friday, April 9, 2021	12:00 noon	N/A	N/A	4/15/2021	
BW - Staff	4/4/2021	4/17/2021	Monday, April 19, 2021	12:00 noon	Monday, April 19, 2021		4/23/2021	
SM - Faculty	4/16/2021	4/30/2021	Monday, April 26, 2021	12:00 noon	N/A	N/A	4/30/2021	
BW - Staff	4/18/2021	5/1/2021	Monday, May 3, 2021	12:00 noon	Monday, May 3, 2021		5/7/2021	
SM - Faculty	5/1/2021	5/15/2021	Monday, May 10, 2021	12:00 noon	N/A	N/A	5/14/2021	
BW - Staff	5/2/2021	5/15/2021	Monday, May 17, 2021	12:00 noon	Monday, May 17, 2021		5/21/2021	
SM - Faculty	5/16/2021	5/31/2021	Monday, May 24, 2021	12:00 noon	N/A	N/A	5/28/2021	Memorial Day 5/31/21 (ADP and Banks closed; paydate will be earlier)
BW - Staff	5/16/2021	5/29/2021	Friday, May 28, 2021	12:00 noon	Thursday, May 27, 2021	5:00 p.m. deadline	6/4/2021	*
SM - Faculty	6/1/2021	6/15/2021	Wednesday, June 9, 2021	12:00 noon	N/A	N/A	6/15/2021	
BW - Staff	5/30/2021	6/12/2021	Monday, June 14, 2021	12:00 noon	Monday, June 14, 2021		6/18/2021	Memorial Day (5/31)
SM - Faculty	6/16/2021	6/30/2021	Thursday, June 24, 2021	12:00 noon	N/A	N/A	6/30/2021	
BW - Staff	6/13/2021	6/26/2021	Thursday, June 24, 2021	12:00 noon	Wednesday, June 23, 2021	5:00 p.m. deadline	6/30/2021	(LPD from MT)
SM - Faculty	7/1/2021	7/15/2021	Friday, July 9, 2021	12:00 noon	N/A	N/A	7/15/2021	(1st PD WD)
BW - Staff	6/27/2021	7/10/2021	Monday, July 12, 2021	12:00 noon	Monday, July 12, 2021		7/16/2021	(1st PD WD)
SM - Faculty	7/16/2021	7/31/2021	Monday, July 26, 2021	12:00 noon	N/A	N/A	7/30/2021	
BW - Staff	7/11/2021	7/24/2021	Monday, July 26, 2021	12:00 noon	Monday, July 26, 2021		7/30/2021	3rd paydate in the month
SM - Faculty	8/1/2021	8/15/2021	Monday, August 9, 2021	12:00 noon	N/A	N/A	8/13/2021	
BW - Staff	7/25/2021	8/7/2021	Monday, August 9, 2021	12:00 noon	Monday, August 9, 2021		8/13/2021	
BW - Staff	8/8/2021	8/21/2021	Monday, August 23, 2021	12:00 noon	Monday, August 23, 2021		8/27/2021	
SM - Faculty	8/16/2021	8/31/2021	Tuesday, August 24, 2021	12:00 noon	N/A	N/A	8/31/2021	
BW - Staff	8/22/2021	9/4/2021	Friday, September 3, 2021	12:00 noon	Thursday, September 2, 2021	5:00 p.m. deadline	9/10/2021	
SM - Faculty	9/1/2021	9/15/2021	Thursday, September 9, 2021	12:00 noon	N/A	N/A	9/15/2021	
BW - Staff	9/5/2021	9/18/2021	Monday, September 20, 2021	12:00 noon	Monday, September 20, 2021		9/24/2021	Labor Day (9/6) ADP and Banks closed
SM - Faculty	9/16/2021	9/30/2021	Friday, September 24, 2021	12:00 noon	N/A	N/A	9/30/2021	
BW - Staff	9/19/2021	10/2/2021	Monday, October 4, 2021	12:00 noon	Monday, October 4, 2021		10/8/2021	
SM - Faculty	10/1/2021	10/15/2021	Monday, October 11, 2021	12:00 noon	N/A	N/A	10/15/2021	
BW - Staff	10/3/2021	10/16/2021	Monday, October 18, 2021	12:00 noon	Monday, October 18, 2021		10/22/2021	
SM - Faculty	10/16/2021	10/31/2021	Monday, October 25, 2021	12:00 noon	N/A	N/A	10/29/2021	
BW - Staff	10/17/2021	10/30/2021	Monday, November 1, 2021	12:00 noon	Monday, November 1, 2021		11/5/2021	

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SM - Faculty	11/1/2021	11/15/2021	Monday, November 8, 2021	12:00 noon	N/A	N/A	11/15/2021	
BW - Staff	10/31/2021	11/13/2021	Monday, November 15, 2021	12:00 noon	Monday, November 15, 2021		11/19/2021	
SM - Faculty	11/16/2021	11/30/2021	Monday, November 22, 2021	12:00 noon	N/A	N/A	11/30/2021	
BW - Staff	11/14/2021	11/27/2021	Monday, November 29, 2021	12:00 noon	Tuesday, November 23, 2021	5:00 p.m. deadline	12/3/2021	Thanksgiving (11/25-11/26) *
SM - Faculty	12/1/2021	12/15/2021	Thursday, December 9, 2021	12:00 noon	N/A	N/A	12/15/2021	
BW - Staff	11/28/2021	12/11/2021	Monday, December 13, 2021	12:00 noon	Monday, December 13, 2021		12/17/2021	
SM - Faculty	12/16/2021	12/31/2021	Thursday, December 16, 2021	12:00 noon	N/A	N/A	12/22/2021	Christmas Break (12/22-12/31/2021)
BW - Staff	12/12/2021	12/25/2021	Thursday, December 16, 2021	12:00 noon	Wednesday, December 15, 2021	5:00 p.m. deadline	12/22/2021	Christmas Break (12/22-12/24) ADP closed 3rd paydate in the month
BW - Staff	12/26/2021	1/8/2022	Monday, January 10, 2022	12:00 noon	Monday, January 10, 2022		1/14/2022	Christmas/New Year's (12/27-12/31)
SM - Faculty	1/1/2022	1/15/2022	Monday, January 10, 2022	12:00 noon	N/A	N/A	1/14/2022	
BW - Staff	1/9/2022	1/22/2022	Monday, January 24, 2022	12:00 noon	Monday, January 24, 2022		1/28/2022	
SM - Faculty	1/16/2022	1/31/2022	Tuesday, January 25, 2022	12:00 noon	N/A	N/A	1/31/2022	