

REVISION #4 LMU Payroll Calendar

This Schedule is subject to change without notice as deemed 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 before 9:30 a.m.	Pay Date	Holidays/Special Instructions (for Payroll)
SM - Faculty	12/1/2020	12/15/2020	Wednesday, December 9, 2020	12:00 noon	N/A	N/A	12/15/2020	
SM - Faculty (Revised)	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)
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)
SM - Faculty	1/16/2021	1/31/2021	Monday, January 25, 2021	12:00 noon	N/A	N/A	1/29/2021	
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	
SM - Faculty	3/1/2021	3/15/2021	Tuesday, March 9, 2021	12:00 noon	N/A	N/A	3/15/2021	
SM - Faculty	3/16/2021	3/31/2021	Thursday, March 25, 2021	12:00 noon	N/A	N/A	3/31/2021	
SM - Faculty	4/1/2021	4/15/2021	Friday, April 9, 2021	12:00 noon	N/A	N/A	4/15/2021	
SM - Faculty	4/16/2021	4/30/2021	Monday, April 26, 2021	12:00 noon	N/A	N/A	4/30/2021	
SM - Faculty	5/1/2021	5/15/2021	Monday, May 10, 2021	12:00 noon	N/A	N/A	5/14/2021	
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)
SM - Faculty	6/1/2021	6/15/2021	Wednesday, June 9, 2021	12:00 noon	N/A	N/A	6/15/2021	
SM - Faculty	6/16/2021	6/30/2021	Thursday, June 24, 2021	12:00 noon	N/A	N/A	6/30/2021	
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)
SM - Faculty	7/16/2021	7/31/2021	Monday, July 26, 2021	12:00 noon	N/A	N/A	7/30/2021	
SM - Faculty	8/1/2021	8/15/2021	Monday, August 9, 2021	12:00 noon	N/A	N/A	8/13/2021	

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SM - Faculty	8/16/2021	8/31/2021	Tuesday, August 24, 2021	12:00 noon	N/A	N/A	8/31/2021	
SM - Faculty	9/1/2021	9/15/2021	Thursday, September 9, 2021	12:00 noon	N/A	N/A	9/15/2021	
SM - Faculty	9/16/2021	9/30/2021	Friday, September 24, 2021	12:00 noon	N/A	N/A	9/30/2021	
SM - Faculty	10/1/2021	10/15/2021	Monday, October 11, 2021	12:00 noon	N/A	N/A	10/15/2021	
SM - Faculty	10/16/2021	10/31/2021	Monday, October 25, 2021	12:00 noon	N/A	N/A	10/29/2021	
SM - Faculty	11/1/2021	11/15/2021	Monday, November 8, 2021	12:00 noon	N/A	N/A	11/15/2021	
SM - Faculty	11/16/2021	11/30/2021	Monday, November 22, 2021	12:00 noon	N/A	N/A	11/30/2021	
SM - Faculty	12/1/2021	12/15/2021	Thursday, December 9, 2021	12:00 noon	N/A	N/A	12/15/2021	
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)
SM - Faculty	1/1/2022	1/15/2022	Monday, January 10, 2022	12:00 noon	N/A	N/A	1/14/2022	
SM - Faculty	1/16/2022	1/31/2022	Tuesday, January 25, 2022	12:00 noon	N/A	N/A	1/31/2022	