

How to Read the Payroll Calendar

Accessing the Bi-Weekly (BW) Payroll Calendar

- Visit [HR's Compensation team webpage](#)
- Or [Payroll's webpage](#)

Understanding the BW Payroll Calendar

Pay Period Begin, Pay Period End and BW Columns

Each term is divided into six two-week pay periods, beginning on a Sunday and ending on a Saturday.

The first BW pay period of this term begins June 13th and ends June 26th.

Each BW pay period is assigned an identifying number.

Pay Period Begin	Pay Period End	BW	Due in HR (generally Fridays)	EE Time Sheets SUBMIT by 10 pm (generally Mondays)	EE Time Sheets APPROVE by 10 pm (generally Wednesdays)	Payday
Summer Term begins 6/21/21						
6/13	6/26	14	June 25	June 28	June 30	7/9/21
6/27	7/10	15	July 09	July 12	July 14	7/23/21
7/11	7/24	16	July 23	July 26	July 28	8/6/21
7/25	8/7	17	August 06	August 09	August 11	8/20/21
8/8	8/21	18	August 20	August 23	August 25	9/3/21
8/22	9/4	19	September 03	September 07	September 08	9/17/21

Authorizations Due in HR Column

Forms authorizing pay for work starting in a specific pay period are due by the **Authorizations Due in HR** date at 5:00 pm for that pay period (generally a Friday).

i.e. Jenny is slated to start a Special Project job on June 26th. Jenny's EPAF is due **June 25th**.

i.e. William is slated to start teaching a class on June 23rd. The NWRINAS is due **June 25th**.

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EE Time Sheets SUBMIT and EE Time Sheets APPROVE Columns

For bi-weekly timesheet driven jobs, timesheets for any worked performed in a specific pay period are due by the **Time Sheet SUBMIT by 10 pm** date for that pay period (generally a Monday).

Managerial approval of the timesheet is due by the **EE Time Sheets APPROVE by 10 pm** date (generally a Wednesday).

i.e. Jenny submits a timesheet logging the hours performed on June 26th on **June 28th**.

For timesheets submitted June 28th, approval is due **June 30th**.

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Payday Column

Payday for any worked performed in a specific pay period will be in the Payday column.

i.e. Jenny is paid for hours performed on June 26th on **July 9th**.
 i.e. William is paid for his teaching performed June 23rd – June 26th on **July 9th**.

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