

**OLD DOMINION UNIVERSITY -- SEMI-MONTHLY PAYROLL SCHEDULE  
FIRST QUARTER, ENDING MARCH 31, 2021**

PR#	Emp Type	Pay Period	E-1's Due in HR/ E-1S= Due in E-1S Processing	PT Fac (4027)/Higher Ed Asst (4031) Appt ltrs/payroll forms & Salaried Changes <b>DUE</b> To AA To HR		WTE Leave Report & Time Sheet Approver Deadline * By 10 AM *Hourly and Student Approver Deadline By 10 PM	Pay Date
111	HRLY SAL	DEC 16-31 DEC 25 - JAN 09	DEC 11** DEC 18 G	DEC 07 DEC 14	DEC 11 DEC 18	JAN 05 JAN 11	JAN 15 JAN 15
112	HRLY SAL	JAN 01-15 JAN 10-24	DEC 14** JAN 04 G	DEC 11 DEC 18	DEC 14 JAN 04	JAN 19 JAN 25	FEB 01 FEB 01
121	HRLY SAL	JAN 16-31 JAN 25 - FEB 09	JAN 11** JAN 19 G	JAN 08 JAN 15	JAN 11 JAN 19	FEB 01 FEB 10	FEB 16 FEB 16
122	HRLY SAL	FEB 01-15 FEB 10-24	JAN 22** FEB 03 G	JAN 19 JAN 29	JAN 22 FEB 03	FEB 16 FEB 25	MAR 01 MAR 01
131	HRLY SAL	FEB 16-28 FEB 25-MAR 09	FEB 08** FEB 15 G	FEB 04 FEB 12	FEB 08 FEB 15	MAR 01 MAR 10	MAR 16 MAR 16
132	HRLY SAL	MAR 01-15 MAR 10-24	FEB 15** MAR 03 G	FEB 12 FEB 26	FEB 15 MAR 03	MAR 16 MAR 25	MAR 31 MAR 31

**OLD DOMINION UNIVERSITY -- SEMI-MONTHLY PAYROLL SCHEDULE  
SECOND QUARTER, ENDING JUNE 30, 2021**

PR#	Emp Type	Pay Period	E-1's Due in HR/ E-1S= Due in E-1S Processing	PT Fac (4027)/Higher Ed Asst (4031) Appt ltrs/payroll forms & Salaried Changes <b>DUE</b> To AA To HR		WTE Leave Report & Time Sheet Approver Deadline * By 10 AM *Hourly and Student Approver Deadline By 10 PM	Pay Date
211	HRLY SAL	MAR 16 - MAR 31 MAR 25 - APR 09	MAR 08** MAR 16 G	MAR 04 MAR 11	MAR 08 MAR 16	APR 01 APR 12	APR 16 APR 16
212	HRLY SAL	APR 01 - APR 15 APR 10 - APR 24	MAR 16** MAR 30 G	MAR 11 MAR 25	MAR 16 MAR 30	APR 16 APR 26	APR 30 APR 30
221	HRLY SAL	APR 16 - APR 30 APR 25 - MAY 09	APR 07** APR 14 G	APR 02 APR 09	APR 07 APR 14	MAY 03 MAY 10	MAY 14 MAY 14
222	HRLY SAL	MAY 1 - MAY 15 MAY 10 - MAY 24	APR 20** MAY 03 G	APR 15 APR 27	APR 20 MAY 03	MAY 17 MAY 25	JUN 01 JUN 01
231	HRLY SAL	MAY 16 - MAY 31 MAY 25 - JUN 09	MAY 05** MAY 14 G	APR 30 MAY 10	MAY 05 MAY 14	JUN 01 JUN 10	JUN 16 JUN 16
232	HRLY SAL	JUN 1 - JUN 15 JUN 10 - JUN 24	MAY 21** JUN 03 G	MAY 17 MAY 28	MAY 21 JUN 03	JUN 16 JUN 25	JUL 01 – FY21 JUL 01 – FY22

**OLD DOMINION UNIVERSITY – SEMI-MONTHLY PAYROLL SCHEDULE  
THIRD QUARTER, ENDING SEPTEMBER 30, 2021**

PR#	Emp Type	Pay Period	E-1's Due in HR/ E-1S= Due in E-1S Processing	PT Fac (4027)/Higher Ed Asst (4031) Appt ltrs/payroll forms & Salaried Changes <b>DUE</b> To AA To HR		WTE Leave Report & Time Sheet Approver Deadline * By 10 AM *Hourly and Student Approver Deadline By 10 PM	Pay Date
311	HRLY SAL	JUN 16 - JUN 30 JUN 25 - JUL 09	JUN 08** JUN 15 G	JUN 04 JUN 11	JUN 08 JUN 15	JUL 06 JUL 12	JUL 16 –FY22 JUL 16 –FY22
312	HRLY SAL	JUL 1 - JUL 15 JUL 10 - JUL 24	JUN 18** JUN 28 G	JUN 16 JUN 24	JUN 18 JUN 28	JUL 16 JUL 26	JUL 30 JUL 30
321	HRLY SAL	JUL 16 - JUL 31 JUL 25 - AUG 09	JUL 06** JUL 13 G	JUL 02 JUL 09	JUL 06 JUL 13	AUG 02 AUG 10	AUG 16 AUG 16
322	HRLY SAL	AUG 01 - AUG 15 AUG 10 - AUG 24	JUL 20** JUL 27 G	JUL 16 JUL 23	JUL 20 JUL 27	AUG 16 AUG 25	SEP 01 SEP 01
331	HRLY SAL	AUG 16 - AUG 31 AUG 25 - SEP 09	AUG 06** AUG 16 G	AUG 03 AUG 11	AUG 06 AUG 16	SEP 01 SEP 10	SEP 16 SEP 16
332	HRLY SAL	SEP 01 - SEP 15 SEP 10 - SEP 24	AUG 17** AUG 31 G	AUG 13 AUG 27	AUG 17 AUG 31	SEP 16 SEP 27	SEP 30 SEP 30

**OLD DOMINION UNIVERSITY – SEMI-MONTHLY PAYROLL SCHEDULE  
FOURTH QUARTER, ENDING DECEMBER 31, 2021**

PR#	Emp Type	Pay Period	E-1's Due in HR/ E-1S= Due in E-1S Processing	PT Fac (4027)/Higher Ed Asst (4031) Appt ltrs/payroll forms & Salaried Changes <b>DUE</b> To AA To HR		WTE Leave Report & Time Sheet Approver Deadline * By 10 AM *Hourly and Student Approver Deadline By 10 PM	Pay Date
411	HRLY SAL	SEP 16 - SEP 30 SEP 25 - OCT 09	SEP 07** SEP 17 G	SEP 03 SEP 14	SEP 07 SEP 17	OCT 01 OCT 11	OCT 15 OCT 15
412	HRLY SAL	OCT 01 - OCT 15 OCT 10 - OCT 24	SEP 21** OCT 01 G	SEP 17 SEP 28	SEP 21 OCT 01	OCT 18 OCT 25	NOV 01 NOV 01
421	HRLY SAL	OCT 16 - OCT 31 OCT 25 - NOV 09	OCT 05** OCT 18 G	OCT 01 OCT 14	OCT 05 OCT 18	NOV 01 NOV 10	NOV 16 NOV 16
422	HRLY SAL	NOV 01 - NOV 15 NOV 10 - NOV 24	OCT 19** NOV 03 G	OCT 15 OCT 29	OCT 19 NOV 03	NOV 16 NOV 19***	DEC 01 DEC 01
431	HRLY SAL	NOV 16 - NOV 30 NOV 25 - DEC 09	NOV 08** NOV 16 G	NOV 04 NOV 12	NOV 08 NOV 16	DEC 01 DEC 10	DEC 16 DEC 16
432	HRLY SAL	DEC 01 - DEC 15 DEC 10 - DEC 24	NOV 19** DEC 02 G	NOV 16 NOV 23	NOV 19 DEC 02	DEC 16 DEC 17***	DEC 31 DEC 31

**Notes:**

\*Leave Reports and Classified Employee Time Sheets must be submitted to Approver by 11:59 p.m. on last day of pay period.

\*\* Hourly (4021) and undergraduate student (4025, 4028, 4029) EPAF/E1s deadline; G = graduate student (4022, 4023, 4122, 4123) EPAF/E1s deadline.

\*\*\*Hours for a portion of these pay periods will need to be estimated and submitted early.

1a deadline - all keying that impacts web time entry should be completed by HR & E1s Processing by this date - otherwise discuss with Payroll Staff prior to keying

2a deadline – all keying that impacts employee pay for the applicable pay period should be completed by HR, Benefits & E1s Processing by 12 noon on this date