

UTSA Payroll Services

2021 - 2022 Semi-Monthly Timesheet Deadlines

Timesheet Begin Date	Timesheet End Date	Employee Submission due **by 10 am	Supervisor Approval Deadline *by 3pm
8/16/2021	8/22/2021	8/23/2021	8/25/2021
8/23/2021	8/29/2021	8/30/2021	9/02/2021*
8/30/2021	8/31/2021	9/1/2021**	9/02/2021*
9/1/2021	9/5/2021	9/7/2021	9/9/2021
9/6/2021	9/12/2021	9/13/2021	9/17/2021 *
9/13/2021	9/15/2021	9/16/2021**	9/17/2021 *
9/16/2021	9/19/2021	9/20/2021	9/22/2021
9/20/2021	9/26/2021	9/27/2021	9/29/2021
9/27/2021	9/30/2021	10/1/2021	10/4/21 *
10/1/2021	10/3/2021	10/4/2021	10/6/2021
10/4/2021	10/10/2021	10/11/2021	10/13/2021
10/11/2021	10/15/2021	10/18/2021	10/19/21 *
10/16/2021	10/17/2021	10/18/2021	10/20/2021
10/18/2021	10/24/2021	10/25/2021	10/27/2021
10/25/2021	10/31/2021	11/1/2021	11/02/2021*
11/1/2021	11/7/2021	11/8/2021	11/10/2021
11/8/2021	11/14/2021	11/15/2021	11/17/2021*
1/15/2021	11/15/2021	11/16/2021**	11/17/2021*
11/16/2021	11/21/2021	11/22/2021	11/24/2021
11/22/2021	11/28/2021	11/29/2021	12/1/2021
11/29/2021	11/30/2021	12/1/2021**	12/2/2021*
12/1/2021	12/5/2021	12/6/2021	12/8/2021
12/6/2021	12/12/2021	12/13/2021	12/15/2021
12/13/2021	12/15/2021	12/16/2021	12/17/2021 *
12/16/2021	12/19/2021	12/20/2021	12/22/2021
12/20/2021	12/26/2021	1/3/2022**	1/4/2022 *
12/27/2021	12/31/2021	1/3/2022**	1/4/2022*
1/1/2022	1/2/2022	1/3/2022	1/5/2022
1/3/2022	1/9/2022	1/10/2022	1/12/2022
1/10/2022	1/15/2022	1/18/2022**	1/19/2022 *
1/16/2022	1/16/2022	1/18/2022	1/20/2022
1/17/2022	1/23/2022	1/24/2022	1/26/2022
1/24/2022	1/30/2022	1/31/2022	2/2/2022 *
1/31/2022	1/31/2022	2/1/2022**	2/2/2022*
2/1/2022	2/6/2022	2/7/2022	2/9/2022
2/7/2022	2/13/2022	2/14/2022	2/16/2022
2/14/2022	2/15/2022	2/16/2022**	2/17/2022*
2/16/2022	2/20/2022	2/21/2022	2/23/2022
2/21/2022	2/27/2022	2/28/2022	3/2/2022*
2/28/2022	2/28/2022	3/1/2022**	3/2/2022*
3/1/2022	3/6/2022	3/7/2022	3/9/2022
3/7/2022	3/13/2022	3/14/2022	3/16/2022

*All time must be entered and exception cleared by deadline date

**Two timesheets due during this week based on payroll end dates

UTSA Payroll Services

2021 - 2022 Semi-Monthly Timesheet Deadlines			
Timesheet Begin Date	Timesheet End Date	Employee Submission due **by 10 am	Supervisor Approval Deadline *by 3pm
3/14/2022	3/15/2022	3/16/2022**	3/17/2022*
3/16/2022	3/20/2022	3/21/2022	3/23/2022
3/21/2022	3/27/2022	3/28/2022	3/30/2022
3/28/2022	3/31/2022	4/1/2022**	4/4/2022*
4/4/2022	4/10/2022	4/11/2022	4/13/2022
4/11/2022	4/15/2022	4/18/2022**	4/19/2022*
4/16/2022	4/17/2022	4/18/2022	4/20/2022
4/18/2022	4/24/2022	4/25/2022	4/27/2022
4/25/2022	4/30/2022	5/2/2022**	5/3/2022*
5/1/2022	5/1/2022	5/2/2022	5/4/2022
5/2/2022	5/8/2022	5/9/2022	5/11/2022
5/9/2022	5/15/2022	5/16/2022**	5/17/2022*
5/16/2022	5/22/2022	5/23/2022	5/25/2022
5/23/2022	5/29/2022	5/31/2022	6/2/2022*
5/30/2022	5/31/2022	6/1/2022**	6/2/2022*
6/1/2022	6/5/2022	6/6/2022	6/8/2022
6/6/2022	6/12/2022	6/13/2022	6/15/2022
6/13/2022	6/15/2022	6/16/2022**	6/17/2022*
6/16/2022	6/19/2022	6/20/2022	6/23/2022
6/20/2022	6/26/2022	6/27/2022	6/29/2022
6/27/2022	6/30/2022	7/1/2022**	7/5/2022*
7/1/2022	7/3/2022	7/5/2022	7/7/2022
7/4/2022	7/10/2022	7/11/2022	7/13/2022
7/11/2022	7/15/2022	7/18/2022**	7/19/2022*
7/16/2022	7/17/2022	7/18/2022	7/20/2022
7/18/2022	7/24/2022	7/25/2022	7/27/2022
7/25/2022	7/31/2022	8/1/2022**	8/2/2022*
8/1/2022	8/7/2022	8/8/2022	8/10/2022
8/8/2022	8/14/2022	8/15/2022	8/17/2022*
8/15/2022	8/15/2022	8/16/2022**	08/17/2022*
8/16/2022	8/21/2022	8/22/2022	8/24/2022
8/22/2022	8/28/2022	8/29/2022	8/31/2022
8/29/2022	8/31/2022	9/1/2022**	09/02/2022*
9/1/2022	9/4/2022	9/6/2022	9/8/2022
9/5/2022	9/11/2022	9/12/2022	9/14/2022
9/12/2022	9/15/2022	9/16/2022**	9/19/2022*
9/16/2022	9/18/2022	9/19/2022	9/21/2022
9/19/2022	9/25/2022	9/26/2022	9/28/2022
9/26/2022	9/30/2022	10/3/2022**	10/04/2022*

*All time must be entered and exception cleared by deadline date

**Two timesheets due during this week based on payroll end dates