

2021 PAYROLL CALENDAR
EMPLOYEES PAID MONTHLY
PAY SCHEDULE

MURRAY STATE UNIVERSITY

YEAR	PR ID	PR NO	PAY OF MONTH	PAY PERIOD		PAY CHECK DATE	PA COMPLETED DATE (A)	PAYROLL RUN DATE (B)	PAYROLL RUN TIME (B)
2021	MN	1	1	January 1, 2021	January 31, 2021	January 29, 2021	January 19, 2021	January 20, 2021	9:00 AM
2021	MN	2	1	February 1, 2021	February 28, 2021	February 26, 2021	February 15, 2021	February 17, 2021	9:00 AM
2021	MN	3	1	March 1, 2021	March 31, 2021	March 31, 2021	March 17, 2021	March 22, 2021	9:00 AM
2021	MN	4	1	April 1, 2021	April 30, 2021	April 30, 2021	April 16, 2021	April 21, 2021	9:00 AM
2021	MN	5	1	May 1, 2021	May 31, 2021	May 28, 2021	May 14, 2021	May 19, 2021	9:00 AM
2021	MN	6	1	June 1, 2021	June 30, 2021	June 30, 2021	June 16, 2021	June 22, 2021	9:00 AM
2021	MN	7	1	July 1, 2021	July 31, 2021	July 30, 2021	July 16, 2021	July 21, 2021	9:00 AM
2021	MN	8	1	August 1, 2021	August 31, 2021	August 31, 2021	August 17, 2021	August 20, 2021	9:00 AM
2021	MN	9	1	September 1, 2021	September 30, 2021	September 30, 2021	September 16, 2021	September 21, 2021	9:00 AM
2021	MN	10	1	October 1, 2021	October 31, 2021	October 29, 2021	October 15, 2021	October 20, 2021	9:00 AM
2021	MN	11	1	November 1, 2021	November 30, 2021	November 30, 2021	November 12, 2021	November 16, 2021	9:00 AM
2021	MN	12	1	December 1, 2021	December 31, 2021	December 17, 2021	December 3, 2021	December 7, 2021	9:00 AM

(A) TO BE INCLUDED ON THIS PAYROLL, PA'S MUST BE IN THE PAYROLL OFFICE WITH COMPLETED SIGNATURES.

PA'S NOT RECEIVED BY THIS DATE WILL NOT BE PAID THAT MONTH.

(B) DATE AND TIME FOR PROCESSING PAYROLL.

LEAVE REPORTS

YEAR	PR ID	PR NO	PAY OF MONTH	START DATE	END DATE	LEAVE REPORTS ENTER ON WEB FROM	LEAVE REPORTS ENTER ON WEB TO	TIME DUE	APPROVAL DUE DATE	TIME DUE
2021	MN	1	1	January 1, 2021	January 31, 2021	January 1, 2021	February 3, 2021	3:00 PM	February 5, 2021	3:00 PM
2021	MN	2	1	February 1, 2021	February 28, 2021	February 1, 2021	March 3, 2021	3:00 PM	March 5, 2021	3:00 PM
2021	MN	3	1	March 1, 2021	March 31, 2021	March 1, 2021	April 5, 2021	3:00 PM	April 7, 2021	3:00 PM
2021	MN	4	1	April 1, 2021	April 30, 2021	April 1, 2021	May 5, 2021	3:00 PM	May 7, 2021	3:00 PM
2021	MN	5	1	May 1, 2021	May 31, 2021	May 1, 2021	June 3, 2021	3:00 PM	June 8, 2021	3:00 PM
2021	MN*	6	1	June 1, 2021	June 30, 2021	June 1, 2021	June 23, 2021	3:00 PM	June 25, 2021	3:00 PM
2021	MN	7	1	July 1, 2021	July 31, 2021	July 1, 2021	August 4, 2021	3:00 PM	August 6, 2021	3:00 PM
2021	MN	8	1	August 1, 2021	August 31, 2021	August 1, 2021	September 3, 2021	3:00 PM	September 7, 2021	3:00 PM
2021	MN	9	1	September 1, 2021	September 30, 2021	September 1, 2021	October 4, 2021	3:00 PM	October 6, 2021	3:00 PM
2021	MN	10	1	October 1, 2021	October 31, 2021	October 1, 2021	November 3, 2021	3:00 PM	November 5, 2021	3:00 PM
2021	MN	11	1	November 1, 2021	November 30, 2021	November 1, 2021	December 3, 2021	3:00 PM	December 7, 2021	3:00 PM
2021	MN	12	1	December 1, 2021	December 31, 2021	December 1, 2021	January 5, 2022	3:00 PM	January 7, 2022	3:00 PM

* - DEADLINE IS EARLY DUE TO YEAR END PROCESSING. TIME WILL NEED TO BE ESTIMATED FOR THE REMAINDER OF THE MONTH.

10/26/2021