

Roger Williams University and School of Law

Payroll Cut Off Calendar

2021

All time cards, salary and hourly employees, must be signed off no later than 10am on the Monday preceding the pay date

All stipend requests must be entered and approved by the supervisor in Etrieve by 12 noon on cut off day

All job transfers, reallocations, term paperwork, new hire paperwork, promotions, etc....must be received by HR no later than 12 noon on cut off day.

Any stipends or paperwork received subsequent to noon on the respective cut off day will not be processed for the upcoming pay date.



Denotes Holiday



Scheduled pay day



Cut off for processing

JANUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	\$	16
17	18	19	20	21	22	23
24	25	26	27	28	\$	30
31						

FEBRUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	\$	13
14	15	16	17	18	19	20
21	22	23	24	25	\$	27
28						

MARCH						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	\$	13
14	15	16	17	18	19	20
21	22	23	24	25	\$	27
28	29	30	31			

APRIL						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	\$	10
11	12	13	14	15	16	17
18	19	20	21	22	\$	24
25	26	27	28	29	30	

MAY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	\$	8
9	10	11	12	13	14	15
16	17	18	19	20	\$	22
23	24	25	26	27	28	29
30	31					

JUNE						
S	M	T	W	T	F	S
		1	2	3	\$	5
6	7	8	9	10	11	12
13	14	15	16	17	\$	19
20	21	22	23	24	25	26
27	28	29	30			

JULY						
S	M	T	W	T	F	S
				1	\$	3
4	5	6	7	8	9	10
11	12	13	14	15	\$	17
18	19	20	21	22	23	24
25	26	27	28	29	\$	31

AUGUST						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	\$	14
15	16	17	18	19	20	21
22	23	24	25	26	\$	28
29	30	31				

SEPTEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	\$	11
12	13	14	15	16	17	18
19	20	21	22	23	\$	25
26	27	28	29	30		

OCTOBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	\$	9
10	11	12	13	14	15	16
17	18	19	20	21	\$	23
24	25	26	27	28	29	30
31						

NOVEMBER						
S	M	T	W	T	F	S
	1	2	3	4	\$	6
7	8	9	10	11	12	13
14	15	16	17	18	\$	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER						
S	M	T	W	T	F	S
			1	2	\$	4
5	6	7	8	9	10	11
12	13	14	15	16	\$	18
19	20	21	22	23	24	25
26	27	28	29	30	\$	