

MEMO TO: All Faculty and Staff  
 FROM: Dorene Spotts, Fiscal Manager  
 SUBJECT: Payroll Schedule for Fiscal Year 2022

The University's planned schedule of paycheck issuance is bi-weekly, with checks issued every other Friday (a holiday falling on a payday advances the paycheck issuance).

**DATES TO REMEMBER:**

- Faculty members on 9-month contracts who wish to be paid on a 12-month basis should submit a 9- Month Faculty Pay Option Selection form to Payroll Department by July 31, 2021. This form can be found on our website at <http://www.utoledo.edu/offices/controller/payroll/forms.html>.

You may obtain an electronic version of this schedule on the payroll website at <http://www.utoledo.edu/offices/controller/payroll/schedules.html>. If you have any questions, please contact the Payroll Department at 530-8780 or visit the [payroll website](#) for FAQ's.

**Paid Holidays**

	<b>Academic on Both Campuses</b>	<b>Clinical At HSC</b>
Independence Day (Observed)	Monday, July 5, 2021	Sunday, July 4, 2021
Labor Day	Monday, September 6, 2021	Same as Academic
Veteran's Day	Thursday, November 11, 2021	Same as Academic
Thanksgiving Day	Thursday, November 25, 2021	Same as Academic
President's Day (Flex)	Friday, November 26, 2021	Same as Academic
Columbus Day (Flex)	Thursday, December 23, 2021	Friday, December 24, 2021
Christmas Day (Observed)	Friday, December 24, 2021	Saturday, December 25, 2021
New Year's Day (Observed)	Friday, December 31, 2021	Saturday, January 1, 2022
Martin Luther King Day	Monday, January 17, 2022	Same as Academic
Memorial Day	Monday, May 30, 2022	Same as Academic

**Please note, schedule may change based on changes to UToledo holiday calendar.**

**Who should I contact with questions/problems with API, Online Timesheets, Online Leave Reporting, and Absence Reports?** Any questions or problems should be emailed to [payroll@utoledo.edu](mailto:payroll@utoledo.edu) instead of an individual payroll employee so we can serve you as quickly as possible.

**What are normal weekly deadlines for Timecards, API, Timesheets, Direct Deposit, and Deduction changes? (Holidays may cause these dates to be moved up).**

- Timecards: Due by 5:00 pm on non-payroll Friday.
- API close: 11:00 am on non-payroll Thursday.
- Online Timesheets: Due by 12:00 Midnight Sunday of pay week.
- Online Timesheet Approval: Due 5:00 pm Monday of pay week.
- Changes to Federal and State tax withholding: Must be updated in MyUT by non-payroll Thursday.
- Changes to Direct Deposit: Must be updated in MyUT by Monday of pay week.

Holidays that cause a change to the normal schedule deadlines are noted below. **Please note, schedule may change based on changes to UToledo holiday calendar.**

Pay No.	Pay Day	Main Campus Timecards Due	API Close	Online Time Sheet Submission	Online Supervisor Approval	Special Notes
13	7/2/2021	6/25/2021	6/24/2021	6/27/2021	6/28/2021	
14	7/16/2021	7/9/2021	7/8/2021	7/11/2021	7/12/2021	
15	7/30/2021	7/23/2021	7/22/2021	7/25/2021	7/26/2021	
16	8/13/2021	8/6/2021	8/5/2021	8/8/2021	8/9/2021	
17	8/27/2021	8/20/2021	8/19/2021	8/22/2021	8/23/2021	
<b>18</b>	<b>9/10/2021</b>	<b>9/2/2021</b>	<b>9/1/2021</b>	<b>9/5/2021</b>	<b>9/7/2021</b>	<b>Holiday change</b>
19	9/24/2021	9/17/2021	9/16/2021	9/19/2021	9/20/2021	
20	10/8/2021	10/1/2021	9/30/2021	10/3/2021	10/4/2021	
21	10/22/2021	10/15/2021	10/14/2021	10/17/2021	10/18/2021	
22	11/5/2021	10/29/2021	10/28/2021	10/31/2021	11/1/2021	
<b>23</b>	<b>11/19/2021</b>	<b>11/12/2021</b>	<b>11/10/2021</b>	<b>11/14/2021</b>	<b>11/15/2021</b>	<b>Holiday change</b>
<b>24</b>	<b>12/3/2021</b>	<b>11/24/2021</b>	<b>11/23/2021</b>	<b>11/28/2021</b>	<b>11/29/2021</b>	<b>Holiday change</b>
25	12/17/2021	12/10/2021	12/9/2021	12/12/2021	12/13/2021	
<b>26</b>	<b>12/31/2021</b>	<b>12/22/2021</b>	<b>12/21/2021</b>	<b>12/21/2021</b>	<b>12/22/2021</b>	<b>Holiday change</b>
1	1/14/2022	1/7/2022	1/6/2022	1/9/2022	1/10/2022	
2	1/28/2022	1/21/2022	1/20/2022	1/23/2022	1/24/2022	
3	2/11/2022	2/4/2022	2/3/2022	2/6/2022	2/7/2022	
4	2/25/2022	2/18/2022	2/17/2022	2/20/2022	2/21/2022	
5	3/11/2022	3/4/2022	3/3/2022	3/6/2022	3/7/2022	
6	3/25/2022	3/18/2022	3/17/2022	3/20/2022	3/21/2022	
7	4/8/2022	4/1/2022	3/31/2022	4/3/2022	4/4/2022	
8	4/22/2022	4/15/2022	4/14/2022	4/17/2022	4/18/2022	
9	5/6/2022	4/29/2022	4/28/2022	5/1/2022	5/2/2022	
10	5/20/2022	5/13/2022	5/12/2022	5/15/2022	5/16/2022	
<b>11</b>	<b>6/3/2022</b>	<b>5/27/2022</b>	<b>5/26/2022</b>	<b>5/29/2022</b>	<b>5/31/2022</b>	<b>Holiday change</b>
12	6/17/2022	6/10/2022	6/9/2022	6/12/2022	6/13/2022	
13	7/1/2022	6/24/2022	6/23/2022	6/26/2022	6/27/2022	