



**KENNESAW STATE  
UNIVERSITY**

OFFICE OF FISCAL SERVICES  
*Payroll Services*

# Annual Payroll Schedule

## Biweekly Pay Groups

Hourly Employees  
Student Assistants  
Federal Work Study

<b>Payroll Period</b>	<b>SPARs/STRs Due to Payroll by 5:00 pm</b>	<b>OneUSG Time Entry &amp; Approvals Due by 1:00 pm</b>	<b>Pay Date</b>
Dec 27 – Jan 9	Jan 7, 2021	Jan 10, 2021	Jan 15, 2021
Jan 10 - Jan 23	Jan 21, 2021	Jan 24, 2021	Jan 29, 2021
Jan 24 – Feb 6	Feb 4, 2021	Feb 7, 2021	Feb 12, 2021
Feb 7 -Feb 20	Feb 18, 2021	Feb 21, 2021	Feb 26, 2021
Feb 21 – Mar 6	Mar 4, 2021	Mar 7, 2021	Mar 12, 2021
Mar 7 - Mar 20	Mar 18, 2021	Mar 21, 2021	Mar 26, 2021
Mar 21 – Apr 3	Apr 1, 2021	Apr 4, 2021	Apr 9, 2021
Apr 4 - Apr 17	Apr 15, 2021	Apr 18, 2021	Apr 23, 2021
Apr 18 – May 1	Apr 29, 2021	May 2, 2021	May 7, 2021
May 2 - May 15	May 13, 2021	May 16, 2021	May 21, 2021
May 16 – May 29	May 25, 2021*	May 27, 2021*	Jun 4, 2021
May 30 – Jun 12	Jun 10, 2021	Jun 13, 2021	June 18, 2021
Jun 13 - Jun 26	Jun 24, 2021	Jun 27, 2021	Jul 2, 2021
Jun 27 – Jul 10	Jul 8, 2021	Jul 11, 2021	Jul 16, 2021
Jul 11 - Jul 24	Jul 22, 2021	Jul 25, 2021	Jul 30, 2021
Jul 25 – Aug 7	Aug 5, 2021	Aug 8, 2021	Aug 13, 2021
Aug 8 - Aug 21	Aug 19, 2021	Aug 22, 2021	Aug 27, 2021
Aug 22 – Sep 4	Aug 31, 2021*	Sep 2, 2021*	Sep 10, 2021
Sep 5 - Sep 18	Sep 16, 2021	Sep 19, 2021	Sep 24, 2021
Sep 19 – Oct 2	Sep 30, 2021	Oct 3, 2021	Oct 8, 2021
Oct 3 – Oct 16	Oct 14, 2021	Oct 17, 2021	Oct 22, 2021
Oct 17 - Oct 30	Oct 28, 2021	Oct 31, 2021	Nov 5, 2021
Oct 31 - Nov 13	Nov 11, 2021	Nov 14, 2021	Nov 19, 2021
Nov 14 – Nov 27	Nov 23, 2021*	Nov 28, 2021	Dec 3, 2021
Nov 28 – Dec 11	Dec 9, 2021	Dec 12, 2021	Dec 17, 2021
Dec 12 – Dec 25	Dec 22, 2021*	Dec 23, 2021*	Dec 31, 2021

Payroll Services

Email - [Payroll@Kennesaw.edu](mailto:Payroll@Kennesaw.edu)

Phone (470) 578-6019 Fax (470) 578-9176

This schedule is subject to change, based on the final Shared Services Center update releases, any update can be found by visiting [Payroll Services](#)



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## Annual Payroll Schedule

### 12 Month Pay Groups

Twelve Month Faculty  
Salaried Administrators and Staff

Payroll Period	Relocation Reimbursements Due to Payroll by 5:00 pm	SPARs/STRs Due to Payroll by 5:00 pm	OneUSG Time Entry & Approvals Due by COB	Paycheck Issue Date
Jan 2021	Jan 11, 2021	Jan 15, 2021	Jan 15, 2021	Jan 29, 2021
Feb 2021	Feb 9, 2021	Feb 15, 2021	Feb 15, 2021	Feb 26, 2021
Mar 2021	Mar 16, 2021	Mar 22, 2021	Mar 22, 2021	Mar 31, 2021
Apr 2021	Apr 15, 2021	Apr 21, 2021	Apr 21, 2021	Apr 30, 2021
May 2021	May 13, 2021	May 19, 2021	May 19, 2021	May 28, 2021
Jun 2021	Jun 15, 2021	Jun 21, 2021	Jun 21, 2021	Jun 30, 2021
Jul 2021	Jul 13, 2021	Jul 19, 2021	Jul 19, 2021	Jul 30, 2021
Aug 2021	Aug 16, 2021	Aug 20, 2021	Aug 20, 2021	Aug 31, 2021
Sep 2021	Sep 15, 2021	Sep 21, 2021	Sep 21, 2021	Sep 30, 2021
Oct 2021	Oct 14, 2021	Oct 20, 2021	Oct 20, 2021	Oct 29, 2021
Nov 2021	Nov 12, 2021	Nov 18, 2021	Nov 18, 2021	Nov 30, 2021
Dec 2021	Dec 10, 2021	Dec 16, 2021	Dec 16, 2021	Dec 31, 2021

### 10 Month Pay Groups

Ten Month Faculty  
Graduate Assistants  
Part-time Faculty

Payroll Period	Relocation Reimbursements Due to Payroll by 5:00 pm	SPARs/STRs Due to Payroll by 5:00 pm	OneUSG Time Entry & Approvals Due by COB	Paycheck Issue Date
Jan 2021	Jan 11, 2021	Jan 15, 2021	Jan 15, 2021	Jan 29, 2021
Feb 2021	Feb 9, 2021	Feb 15, 2021	Feb 15, 2021	Feb 26, 2021
Mar 2021	Mar 16, 2021	Mar 22, 2021	Mar 22, 2021	Mar 31, 2021
Apr 2021	Apr 15, 2021	Apr 21, 2021	Apr 21, 2021	Apr 30, 2021
May 2021	May 13, 2021	May 19, 2021	May 19, 2021	May 28, 2021
Jun 2021	See Summer Faculty Payroll Schedule			
Jul 2021				
Aug 2021	Aug 16, 2021	Aug 20, 2021	Aug 20, 2021	Aug 31, 2021
Sep 2021	Sep 15, 2021	Sep 21, 2021	Sep 21, 2021	Sep 30, 2021
Oct 2021	Oct 14, 2021	Oct 20, 2021	Oct 20, 2021	Oct 29, 2021
Nov 2021	Nov 12, 2021	Nov 18, 2021	Nov 18, 2021	Nov 30, 2021
Dec 2021	Dec 10, 2021	Dec 16, 2021	Dec 16, 2021	Dec 31, 2021

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## Summer Faculty Pay Schedule

<b>Payroll Period</b>	<b>Session</b>	<b>Paycheck Issue Date</b>
Maymester 2021	Summer Session I	May 28, 2021
June 2021	Summer Session I	Jun 30, 2021
July 2021	Summer Session II	Jul 30, 2021

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