



**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<br/>Due to Payroll<br/>by 5:00 pm</b> | <b>OneUSG Time<br/>Entry &amp;<br/>Approvals Due<br/>by 10:00 am</b> | <b>Pay Date</b> |
|-----------------------|---|--|-----------------|
| Dec 26 – Jan 8        | Jan 4, 2022   | Jan 9, 2022  | Jan 14, 2022    |
| Jan 9 - Jan 22        | Jan 18, 2022  | Jan 23, 2022   | Jan 28, 2022    |
| Jan 23 – Feb 5        | Feb 1, 2022   | Feb 6, 2022  | Feb 11, 2022    |
| Feb 6 -Feb 19         | Feb 15, 2022  | Feb 20, 2022   | Feb 25, 2022    |
| Feb 20 – Mar 5        | Mar 1, 2022   | Mar 6, 2022  | Mar 11, 2022    |
| Mar 6 - Mar 19        | Mar 15, 2022  | Mar 20, 2022   | Mar 25, 2022    |
| Mar 20 – Apr 2        | Mar 29, 2022  | Apr 3, 2022  | Apr 8, 2022     |
| Apr 3 - Apr 16        | Apr 12, 2022  | Apr 17, 2022   | Apr 22, 2022    |
| Apr 17 – Apr 30       | Apr 26, 2022  | May 1, 2022  | May 6, 2022     |
| May 1 - May 14        | May 10, 2022  | May 15, 2022   | May 20, 2022    |
| May 15 – May 28       | May 23, 2022*                                       | May 26, 2022*  | Jun 3, 2022     |
| May 29 – Jun 11       | Jun 7, 2022   | Jun 13, 2022   | June 17, 2022   |
| Jun 12 - Jun 25       | Jun 21, 2022  | Jun 27, 2022   | Jul 1, 2022     |
| Jun 26 – Jul 9        | Jul 5, 2022   | Jul 11, 2022   | Jul 15, 2022    |
| Jul 10 - Jul 23       | Jul 19, 2022  | Jul 25, 2022   | Jul 29, 2022    |
| Jul 24 – Aug 6        | Aug 2, 2022   | Aug 8, 2022  | Aug 12, 2022    |
| Aug 7 - Aug 20        | Aug 16, 2022  | Aug 22, 2022   | Aug 26, 2022    |
| Aug 21 – Sep 3        | Aug 29, 2022*                                       | Sep 2, 2022*   | Sep 9, 2022     |
| Sep 4 - Sep 17        | Sep 13, 2022  | Sep 19, 2022   | Sep 23, 2022    |
| Sep 18 – Oct 1        | Sep 27, 2022  | Oct 3, 2022  | Oct 7, 2022     |
| Oct 2 – Oct 15        | Oct 11, 2022  | Oct 17, 2022   | Oct 21, 2022    |
| Oct 16 - Oct 29       | Oct 25, 2022  | Oct 31, 2022   | Nov 4, 2022     |
| Oct 30 - Nov 12       | Nov 8, 2022   | Nov 14, 2022   | Nov 18, 2022    |
| Nov 13 – Nov 26       | Nov 18, 2022*                                       | Nov 28, 2022   | Dec 2, 2022     |
| Nov 27 – Dec 10       | Dec 6, 2022   | Dec 12, 2022   | Dec 16, 2022    |
| Dec 11 – Dec 24       | Dec 16, 2022*                                       | Dec 21, 2022*  | Dec 30, 2022    |

Payroll Services

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

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



# KENNESAW STATE UNIVERSITY

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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 2022       | Jan 10, 2022  | Jan 12, 2022                         | Jan 14, 2022                             | Jan 31, 2022        |
| Feb 2022       | Feb 8, 2022   | Feb 10, 2022                         | Feb 14, 2022                             | Feb 28, 2022        |
| Mar 2022       | Mar 16, 2022  | Mar 18, 2022                         | Mar 22, 2022                             | Mar 31, 2022        |
| Apr 2022       | Apr 14, 2022  | Apr 18, 2022                         | Apr 20, 2022                             | Apr 29, 2022        |
| May 2022       | May 13, 2022  | May 17, 2022                         | May 19, 2022                             | May 31, 2022        |
| Jun 2022       | Jun 13, 2022  | Jun 15, 2022                         | Jun 17, 2022                             | Jun 30, 2022        |
| Jul 2022       | Jul 12, 2022  | Jul 14, 2022                         | Jul 18, 2022                             | Jul 29, 2022        |
| Aug 2022       | Aug 16, 2022  | Aug 18, 2022                         | Aug 22, 2022                             | Aug 31, 2022        |
| Sep 2022       | Sep 15, 2022  | Sep 19, 2022                         | Sep 21, 2022                             | Sep 30, 2022        |
| Oct 2022       | Oct 14, 2022  | Oct 18, 2022                         | Oct 20, 2022                             | Oct 31, 2022        |
| Nov 2022       | Nov 11, 2022  | Nov 15, 2022                         | Nov 17, 2022                             | Nov 30, 2022        |
| Dec 2022       | Dec 9, 2022   | Dec 13, 2022                         | Dec 15, 2022                             | Dec 30, 2022        |

### 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 2022       | Jan 10, 2022  | Jan 12, 2022                         | Jan 14, 2022                             | Jan 31, 2022        |
| Feb 2022       | Feb 8, 2022   | Feb 10, 2022                         | Feb 14, 2022                             | Feb 28, 2022        |
| Mar 2022       | Mar 16, 2022  | Mar 18, 2022                         | Mar 22, 2022                             | Mar 31, 2022        |
| Apr 2022       | Apr 14, 2022  | Apr 18, 2022                         | Apr 20, 2022                             | Apr 29, 2022        |
| May 2022       | May 13, 2022  | May 17, 2022                         | May 19, 2022                             | May 31, 2022        |
| Jun 2022       | See Summer Faculty Payroll Schedule                 |                                      |  |                     |
| Jul 2022       |   |                                      |  |                     |
| Aug 2022       | Aug 16, 2022  | Aug 18, 2022                         | Aug 22, 2022                             | Aug 31, 2022        |
| Sep 2022       | Sep 15, 2022  | Sep 19, 2022                         | Sep 21, 2022                             | Sep 30, 2022        |
| Oct 2022       | Oct 14, 2022  | Oct 18, 2022                         | Oct 20, 2022                             | Oct 31, 2022        |
| Nov 2022       | Nov 11, 2022  | Nov 15, 2022                         | Nov 17, 2022                             | Nov 30, 2022        |
| Dec 2022       | Dec 9, 2022   | Dec 13, 2022                         | Dec 15, 2022                             | Dec 30, 2022        |

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# Annual Payroll Schedule

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## Summer Faculty Pay Schedule

| <b>Payroll Period</b> | <b>Session</b>    | <b>Paycheck Issue Date</b> |
|-----------------------|-------------------|----------------------------|
| Maymester 2022        | Summer Session I  | May 31, 2022               |
| June 2022             | Summer Session I  | Jun 30, 2022               |
| July 2022             | Summer Session II | Jul 29, 2022               |

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