



XAVIER UNIVERSITY OF LOUISIANA

OFFICE OF HUMAN RESOURCES

1 Drexel Drive • Box 104-C
New Orleans, Louisiana 70125-1098
(504) 520-7537 • Fax (504) 520-7937

2021 Exempt Employee Pay/Approval Dates

No.	Payroll Period	WTE Approval	Pay Date
1	Jan 1 - Jan 31	Feb 5	Jan 29
2	Feb 1 - Feb 28	Mar 5	Feb 26
3	Mar 1 - Mar 31	April 5	Mar 31
4	Apr 1 - Apr 30	May 5	Apr 30
5	May 1 - May 31	June 5	May 31
6	Jun 1 - Jun 30	July 5	Jun 30
7	Jul 1 - Jul 31	Aug 5	Jul 30
8	Aug 1 - Aug 31	Sep 5	Aug 31
9	Sept 1 - Sept 30	Oct 5	Sept 30
10	Oct 1 - Oct 31	Nov 5	Oct 29
11	Nov 1 - Nov 30	Dec 5	Nov 30
12	Dec 1 - Dec 31	Jan 5	Dec 31

All Electronic Personnel Action Forms (EPAF) for monthly employees must be received in Human Resources *by the 15th of the month* prior to the pay period in which they are to be processed.

Please Note:

PAID TIME OFF HOURS SUCH AS (VACATION, SICK LEAVE, ETC.)
SHOULD BE ENTERED PRIOR TO SUBMITTING THE LEAVE REPORT FOR APPROVAL.