

## 2021 Processing Calendar

Pay No.	Employee Type	Pay Period	HR Transactions Due in HR 5:00 pm	Employee Timesheets Submitted for Approval by 6:00 pm	Supervisors Approval Due 10:00 am	Pay Date	Days in Pay Period	Off-Cycle Requests Due 10:00AM	Direct Deposit Effective Date
1	Hourly Salaried	Dec 16-31 Dec 25-Jan 9	Dec 17	Jan 9	Jan 11	January 15	11	Jan 20	Jan 22
2	Hourly Salaried	Jan 1-15 Jan 10-24	Jan 11	Jan 24	Jan 25	February 1	10	Feb 4	Feb 8
3	Hourly Salaried	Jan 16-31 Jan 25-Feb 9	Jan 25	Feb 9	Feb 10	February 16	12	Feb 19	Feb 23
4	Hourly Salaried	Feb 1-15 Feb 10-24	Feb 10	Feb 24	Feb 25	March 1	11	Mar 4	Mar 8
5	Hourly Salaried	Feb 16-28 Feb 25-Mar 9	Feb 25	Mar 9	Mar 10	March 16	09	Mar 19	Mar 23
6	Hourly Salaried	Mar 1-15 Mar 10-24	Mar 10	Mar 24	Mar 25	March 31	11	Apr 2	Apr 6
7	Hourly Salaried	Mar 16-31 Mar 25-Apr 9	Mar 25	April 9	April 12	April 16	12	Apr 21	Apr 23
8	Hourly Salaried	Apr 1-15 Apr 10-24	April 12	April 24	April 26	April 30	10	May 5	May 7
9	Hourly Salaried	Apr 16-30 Apr 25-May 9	April 26	May 9	May 10	May 14	10	May 19	May 21
10	Hourly Salaried	May 1-15 May 10-24	May 10	May 24	May 25	June 1	11	June 4	June 8
11	Hourly Salaried	May 16-31 May 25-Jun 9	May 25	June 9	June 10	June 16	12	Not available	Not available
12	Hourly Salaried	Jun 1-15 Jun 10-24	June 10	June 24	June 25	July 1	11	July 6	July 8
13	Hourly Salaried	Jun 16-30 Jun 25-Jul 9	June 25	Jul 9	Jul 12	July 16	11	July 21	July 23
14	Hourly Salaried	Jul 1-15 Jul 10-24	Jul 12	July 24	July 26	July 30	10	Aug 4	Aug 6
15	Hourly Salaried	Jul 16-31 Jul 25-Aug 9	July 26	Aug 9	Aug 10	August 16	11	Aug 19	Aug 23
16	Hourly Salaried	Aug 1-15 Aug 10-24	Aug 10	Aug 24	Aug 25	September 1	11	Sept 3	Sept 7
17	Hourly Salaried	Aug 16-31 Aug 25-Sept 9	Aug 25	Sept 9	Sept 10	September 16	12	Sept 21	Sept 23
18	Hourly Salaried	Sept 1-15 Sept 10-24	Sept 10	Sept 24	Sept 27	September 30	11	Oct 6	Oct 8
19	Hourly Salaried	Sept 16-30 Sept 25-Oct 9	Sept 27	Oct 9	Oct 11	October 15	10	Oct 20	Oct 22
20	Hourly Salaried	Oct 1-15 Oct 10-24	Oct 11	Oct 24	Oct 25	November 1	10	Nov 4	Nov 8
21	Hourly Salaried	Oct 16-31 Oct 25-Nov 9	Oct 25	Nov 9	Nov 10	November 16	12	Nov 19	Nov 23
22	Hourly Salaried	Nov 1-15 Nov 10-24	Nov 10	Nov 24	Nov 29	December 1	11	Dec 6	Dec 8
23	Hourly Salaried	Nov 16-30 Nov 25-Dec 9	Nov 29	Dec 9	Dec 10	December 16	11	Not available	Not available
24	Hourly Salaried	Dec 1-15 Dec 10-24	Dec 10	Dec 14	Dec 15	December 31	11	Not available	Not available