

Calendar Year 2021 Monthly Payroll Schedule

PAY NO.	PAY DATE	PAY PERIOD		*DEADLINE FOR ADDING/DELETING TO PAYROLL	TIMESHEETS & RECAPS DUE BY NOON
		BEGINNING	ENDING		
1	1/29/2021	1/1/2021	1/31/2021	1/15/2021	1/20/2021
2	2/26/2021	2/1/2021	2/28/2021	2/15/2021	2/18/2021
3	3/31/2021	3/1/2021	3/31/2021	3/18/2021	3/22/2021
4	4/30/2021	4/1/2021	4/30/2021	4/16/2021	4/21/2021
5	5/28/2021	5/1/2021	5/31/2021	5/14/2021	5/19/2021
6	6/30/2021	6/1/2021	6/30/2021	6/17/2021	6/21/2021
7	7/30/2021	7/1/2021	7/31/2021	7/16/2021	7/21/2021
8	8/31/2021	8/1/2021	8/31/2021	8/16/2021	8/20/2021
9	9/30/2021	9/1/2021	9/30/2021	9/16/2021	9/21/2021
10	10/29/2021	10/1/2021	10/31/2021	10/15/2021	10/20/2021
11	11/30/2021	11/1/2021	11/30/2021	11/11/2021 **	11/15/2021 **
12	12/31/2021	12/1/2021	12/31/2021	12/10/2021 **	12/13/2021 **

*All payroll data from departments, excluding timesheets and recaps, is due by 4:30 PM on these dates, unless the calendar requires a change in the payroll processing time or if the University is closed any time before/after these dates.

**Accelerated deadline due to holiday, subject to change. Holiday memo will be sent prior to deadlines.