

# 2021 Payroll Calendar

- ✓ You **MUST** follow the due dates so that Payroll Services can enter and process information into the system most efficiently.
- ✓ Payroll Services does not process information received **AFTER** the due date until your **NEXT** payroll.
- ✓ Keep this calendar for daily reference.

**Employees:** [Submit Time and Leave Reports](#) to supervisor by 4:30 p.m. the last day worked in the pay period (15<sup>th</sup> and last day of the month).

**Supervisors:** [Submit approved Time and Leave Reports](#) to payroll by 4:30 p.m. the first business day after pay period ends (1<sup>st</sup> and 16<sup>th</sup>).

PAY PERIOD	DUE DATE	PAY DATE
01/01/21 THRU 01/15/21	01/15/21	01/25/21
01/16/21 THRU 01/31/21	01/31/21	02/10/21
02/01/21 THRU 02/15/21	02/15/21	02/25/21
02/16/21 THRU 02/28/21	02/28/21	03/10/21
03/01/21 THRU 03/15/21	03/15/21	03/25/21
03/16/21 THRU 03/31/21	03/31/21	04/09/21
04/01/21 THRU 04/15/21	04/15/21	04/26/21
04/16/21 THRU 04/30/21	04/30/21	05/10/21
05/01/21 THRU 05/15/21	05/15/21	05/25/21
05/16/21 THRU 05/31/21	05/31/21	06/10/21
06/01/21 THRU 06/15/21	06/15/21	06/25/21
06/16/21 THRU 06/30/21	06/30/21	07/09/21
07/01/21 THRU 07/15/21	07/15/21	07/26/21
07/16/21 THRU 07/31/21	07/31/21	08/10/21
08/01/21 THRU 08/15/21	08/15/21	08/25/21
08/16/21 THRU 08/31/21	08/31/21	09/10/21
09/01/21 THRU 09/15/21	09/15/21	09/24/21
09/16/21 THRU 09/30/21	09/30/21	10/08/21
10/01/21 THRU 10/15/21	10/15/21	10/25/21
10/16/21 THRU 10/31/21	10/31/21	11/10/21
11/01/21 THRU 11/15/21	11/15/21	11/24/21
11/16/21 THRU 11/30/21	11/30/21	12/10/21
12/01/21 THRU 12/15/21	12/15/21	12/22/21
12/16/21 THRU 12/31/21	12/31/21	01/10/22