

**Payroll Calendar
Calendar Year 2021
Bi-Weekly**

Bi-weekly employees are required to complete an electronic time sheet every pay period, but are not required to complete an electronic leave report. They are paid every other Friday.

Processing of any personnel actions must be submitted to Human Resources no later than the date listed in the "Employee Changes to HR" column. Adherence to these deadlines will help facilitate proper pay on the corresponding pay date.

Payroll Number	Pay of Month	Start Date	End Date	Pay Date	Employee Changes to HR	Web Time Entry Submit Deadline	Web Time Entry Approve Deadline
1	1	12/20/2020	1/2/2021	1/15/2021	1/5/2021	1/5/2021	1/6/2021
2	2	1/3/2021	1/16/2021	1/29/2021	1/19/2021	1/19/2021	1/20/2021
3	1	1/17/2021	1/30/2021	2/12/2021	2/2/2021	2/2/2021	2/3/2021
4	2	1/31/2021	2/13/2021	2/26/2021	2/16/2021	2/16/2021	2/17/2021
5	1	2/14/2021	2/27/2021	3/12/2021	3/2/2021	3/2/2021	3/3/2021
6	2	2/28/2021	3/13/2021	3/26/2021	3/16/2021	3/16/2021	3/17/2021
7	1	3/14/2021	3/27/2021	4/9/2021	3/30/2021	3/30/2021	3/31/2021
8	2	3/28/2021	4/10/2021	4/23/2021	4/13/2021	4/13/2021	4/14/2021
9	1	4/11/2021	4/24/2021	5/7/2021	4/27/2021	4/27/2021	4/28/2021
10	2	4/25/2021	5/8/2021	5/21/2021	5/11/2021	5/11/2021	5/12/2021
11	1	5/9/2021	5/22/2021	6/4/2021	5/25/2021	5/25/2021	5/26/2021
12	2	5/23/2021	6/5/2021	6/18/2021	6/8/2021	6/8/2021	6/9/2021
13	1	6/6/2021	6/19/2021	7/2/2021*	6/22/2021	6/22/2021	6/23/2021
14	2	6/20/2021	7/3/2021	7/16/2021	7/6/2021	7/6/2021	7/7/2021
15	3	7/4/2021	7/17/2021	7/30/2021	7/20/2021	7/20/2021	7/21/2021
16	1	7/18/2021	7/31/2021	8/13/2021	8/3/2021	8/3/2021	8/4/2021
17	2	8/1/2021	8/14/2021	8/27/2021	8/17/2021	8/17/2021	8/18/2021
18	1	8/15/2021	8/28/2021	9/10/2021	8/31/2021	8/31/2021	9/1/2021
19	2	8/29/2021	9/11/2021	9/24/2021	9/14/2021	9/14/2021	9/15/2021
20	1	9/12/2021	9/25/2021	10/8/2021	9/28/2021	9/28/2021	9/29/2021
21	2	9/26/2021	10/9/2021	10/22/2021	10/12/2021	10/12/2021	10/13/2021
22	1	10/10/2021	10/23/2021	11/5/2021	10/26/2021	10/26/2021	10/27/2021
23	2	10/24/2021	11/6/2021	11/19/2021	11/9/2021	11/9/2021	11/10/2021
24	1	11/7/2021	11/20/2021	12/3/2021	11/22/2021	11/22/2021	11/23/2021
25	2	11/21/2021	12/4/2021	12/17/2021	12/7/2021	12/7/2021	12/8/2021
26	3	12/5/2021	12/18/2021	12/30/2021	12/20/2021	12/20/2021	12/21/2021

*The July 4 University holiday date has not been determined and may impact this date once determination is made