

## 2021 Payroll and Workday Approval Deadline Calendar (Tabular)

Pay Period	Payroll Calculation Window	Additional Pay Request Deadline (1pm) and Campus Approval Deadline (5pm)	Timesheet Approval and Costing Allocation Deadlines (9pm)	Payday	Pay Period Hours
<b>Dec 16-31, 2020</b>	Dec 29, 2020 – Jan 5, 2021	Dec 31, 2020	Jan 5, 2021	<b>Jan 11, 2021</b>	96
<b>Jan 1-15</b>	Jan 12-19	Jan 14	Jan 19	<b>Jan 25</b>	88
<b>Jan 16-31</b>	Jan 29 - Feb 4	Feb 2	Feb 4	<b>Feb 10</b>	80
<b>Feb 1-15</b>	Feb 12-19	Feb 17	Feb 19	<b>Feb 25</b>	88
<b>Feb 16-28</b>	Feb 26 – Mar 4	Mar 2	Mar 4	<b>Mar 10</b>	72
<b>Mar 1-15</b>	Mar 13-19	Mar 17	Mar 19	<b>Mar 25</b>	88
<b>Mar 16-31</b>	Mar 30 – Apr 5	Apr 1	Apr 5	<b>Apr 9</b>	96
<b>Apr 1-15</b>	Apr 14-20	Apr 16	Apr 20	<b>Apr 26</b>	88
<b>Apr 16-30</b>	Apr 28 – May 4	Apr 30	May 4	<b>May 10</b>	88
<b>May 1-15</b>	May 13-19	May 17	May 19	<b>May 25</b>	80
<b>May 16-31</b>	May 28 – June 4	June 2	June 4	<b>June 10</b>	88
<b>June 1-15</b>	June 15-21	June 17	June 21	<b>June 25</b>	88
<b>June 16-30</b>	June 26 – July 5	June 30	July 2	<b>July 9</b>	88
<b>July 1-15</b>	July 13-19	July 15	July 19	<b>July 26</b>	88
<b>July 16-31</b>	July 29 – Aug 4	Aug 2	Aug 4	<b>Aug 10</b>	88
<b>Aug 1-15</b>	Aug 13-19	Aug 17	Aug 19	<b>Aug 25</b>	80
<b>Aug 16-31</b>	Aug 28 – Sept 6	Sept 1	Sept 3	<b>Sept 10</b>	96
<b>Sept 1-15</b>	Sept 14-20	Sept 16	Sept 20	<b>Sept 24</b>	88
<b>Sept 16-30</b>	Sept 28 – Oct 4	Sept 30	Oct 4	<b>Oct 8</b>	88
<b>Oct 1-15</b>	Oct 13-19	Oct 15	Oct 19	<b>Oct 25</b>	88
<b>Oct 16-31</b>	Oct 29 – Nov 4	Nov 2	Nov 4	<b>Nov 10</b>	80
<b>Nov 1-15</b>	Nov 12-18	Nov 16	Nov 18	<b>Nov 24</b>	88
<b>Nov 16-30</b>	Nov 30 – Dec 6	Dec 2	Dec 6	<b>Dec 10</b>	88
<b>Dec 1-15</b>	Dec 11-19	Dec 15	Dec 17	<b>Dec 23</b>	88
<b>Dec 16-31</b>	Dec 28, 2021– Jan 4, 2022	Dec 30, 2021	Jan 4, 2022	<b>Jan 11, 2022</b>	96