

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
Dec 16-31, 2020	Dec 29, 2020 – Jan 5, 2021	Dec 31, 2020	Jan 5, 2021	Jan 11, 2021	96
Jan 1-15	Jan 12-19	Jan 14	Jan 19	Jan 25	88
Jan 16-31	Jan 29 - Feb 4	Feb 2	Feb 4	Feb 10	80
Feb 1-15	Feb 12-19	Feb 17	Feb 19	Feb 25	88
Feb 16-28	Feb 26 – Mar 4	Mar 2	Mar 4	Mar 10	72
Mar 1-15	Mar 13-19	Mar 17	Mar 19	Mar 25	88
Mar 16-31	Mar 30 – Apr 5	Apr 1	Apr 5	Apr 9	96
Apr 1-15	Apr 14-20	Apr 16	Apr 20	Apr 26	88
Apr 16-30	Apr 28 – May 4	Apr 30	May 4	May 10	88
May 1-15	May 13-19	May 17	May 19	May 25	80
May 16-31	May 28 – June 4	June 2	June 4	June 10	88
June 1-15	June 15-21	June 17	June 21	June 25	88
June 16-30	June 26 – July 5	June 30	July 2	July 9	88
July 1-15	July 13-19	July 15	July 19	July 26	88
July 16-31	July 29 – Aug 4	Aug 2	Aug 4	Aug 10	88
Aug 1-15	Aug 13-19	Aug 17	Aug 19	Aug 25	80
Aug 16-31	Aug 28 – Sept 6	Sept 1	Sept 3	Sept 10	96
Sept 1-15	Sept 14-20	Sept 16	Sept 20	Sept 24	88
Sept 16-30	Sept 28 – Oct 4	Sept 30	Oct 4	Oct 8	88
Oct 1-15	Oct 13-19	Oct 15	Oct 19	Oct 25	88
Oct 16-31	Oct 29 – Nov 4	Nov 2	Nov 4	Nov 10	80
Nov 1-15	Nov 12-18	Nov 16	Nov 18	Nov 24	88
Nov 16-30	Nov 30 – Dec 6	Dec 2	Dec 6	Dec 10	88
Dec 1-15	Dec 11-19	Dec 15	Dec 17	Dec 23	88
Dec 16-31	Dec 28, 2021– Jan 4, 2022	Dec 30, 2021	Jan 4, 2022	Jan 10, 2022	96