

2021

SALARY Timesheet Periods and Pay Dates

Full-time Semi-monthly

Pay Period Begin Date	Pay Period End Date	Pay Date	Paperwork/Change Deadline
December 25	January 9	January 15	
January 10	January 24	February 1	
January 25	February 9	February 16	
February 10	February 24	March 1	
February 25	March 9	March 16	
March 10	March 24	March 31	
March 25	April 9	April 16	
April 10	April 24	April 30	
April 25	May 9	May 14	April 29
May 10	May 24	June 01	May 14
May 25	June 9	June 16	June 1
June 10	June 24	July 1	June 16
June 25	July 9	July 16	July 1
July 10	July 24	July 30	July 15
July 25	August 9	August 16	July 30
August 10	August 24	September 1	August 17
August 25	September 9	September 16	September 1
September 10	September 24	September 30	September 15
September 25	October 9	October 15	September 29
October 10	October 24	November 1	October 15
October 25	November 9	November 16	October 29
November 10	November 24	December 1	November 12
November 25	December 9	December 16	December 1
December 10	December 24	December 31	December 16

***Employees should enter all hours (including leave requests) by 5:00 P.M. on the last day of the pay period.**

****Managers should approve all hours (including leave requests) by 10:00 A.M. on the next business day following the last day of the pay period.**

*****Any paperwork/changes effective on the associated pay period but received after the paperwork/change deadline will not be processed until the next pay period.**

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next payroll.