

2021

Wage, Work Study, & Adjunct Timesheet Periods and Pay Dates

Part-time Bi-weekly

Pay Period Begin Date	Pay Period End Date	Pay Date	Paperwork/Change Deadline	Employee Time Entry Due	Manager Time Approval Due
December 18	December 31	January 15		12/31/21	1/4/21
January 1	January 14	January 29		1/14/21	1/15/21
January 15	January 28	February 12		1/28/21	1/29/21
January 29	February 11	February 26		2/11/21	2/12/21
February 12	February 25	March 12		2/25/21	2/26/21
February 26	March 11	March 26		3/11/21	3/12/21
March 12	March 25	April 9		3/25/21	3/26/21
March 26	April 8	April 23		4/8/21	4/9/21
April 9	April 22	May 7		4/22/21	4/23/21
April 23	May 6	May 21		5/6/21	5/7/21
May 7	May 20	June 4	May 19	5/20/21	5/21/21
May 21	June 3	June 18	June 2	6/3/21	6/4/21
June 4	June 17	July 2	June 16	6/17/21	6/21/21
June 18	July 1	July 16	June 30	7/1/21	7/2/21
July 2	July 15	July 30	July 14	7/15/21	7/16/21
July 16	July 29	August 13	July 28	7/29/21	7/30/21
July 30	August 12	August 27	August 11	8/12/21	8/13/21
August 13	August 26	September 10	August 25	8/26/21	8/27/21
August 27	September 9	September 24	September 8	9/9/21	9/10/21
September 10	September 23	October 8	September 22	9/23/21	9/24/21
September 24	October 7	October 22	October 6	10/7/21	10/8/21
October 8	October 21	November 5	October 20	10/21/21	10/22/21
October 22	November 4	November 19	November 3	11/4/21	11/5/21
November 5	November 18	December 3	November 17	11/18/21	11/19/21
November 19	December 2	December 17	December 1	12/2/21	12/3/21
December 3	December 16	December 31	December 15	12/16/21	12/17/21

\*Employees should enter all hours by 5:00 P.M. on the last day of the pay period.

\*\*Managers should approve all hours by 10:00 A.M. on the next business day following the last day of the pay period.

\*\*\*Payment will be delayed on any hours reported and/or approved after the deadlines.

\*\*\*\*Adjunct contracts are split evenly over the applicable pay periods based on the start and end dates of the contract. Also, the date a completed contract is received in the payroll office will affect the date payments can start.

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