

Payroll Deadlines and Time Frames

P/R #	Pay Period		All Payroll Changes Due - 12 Noon on	*Last Day for Employee to enter WTE by Noon <i>unless otherwise noted</i>	Last Day for Authorizer to Approve and Submit Electronic Employee Time (for WTE users) and Last Day for Time Keeper to Enter Manual Time Entry (for NON WTE Departments) - 12 Noon on Monday	Paycheck Date
	Start	End				
4	1/23/2021	2/5/2021	1/27/2021	2/5/2021	2/8/2021	2/12/2021
5	2/6/2021	2/19/2021	2/10/2021	2/19/2021	2/22/2021	2/26/2021
Please Note Change in Employee Deadline for Time Sheet Submission and Authorizer Approval						
NOTE CHANGE	Pay Period		All Payroll Changes Due - 12 Noon on	*Last Day for Employee to enter WTE by Noon <i>unless otherwise noted; Normally Noon on the last day of the pay period unless holiday week</i>	Last Day for Authorizer to Approve and Submit Electronic Employee Time (for WTE users) and Last Day for Time Keeper to Enter Manual Time Entry (for NON WTE Departments) - 5 p.m. on the last day of the pay period unless a holiday week	Paycheck Date
	Start	End				
6	2/20/2021	3/5/2021	2/24/2021	3/5/2021	3/5/2021	3/12/2021
7	3/6/2021	3/19/2021	3/3/2021	3/19/2021	3/19/2021	3/26/2021
8	3/20/2021	4/2/2021	3/17/2021	4/1/2021* early due to holiday	4/1/2021* early due to holiday	4/9/2021
9	4/3/2021	4/16/2021	4/7/2021	4/16/2021	4/16/2021	4/23/2021
10	4/17/2021	4/30/2021	4/21/2021	4/30/2021	4/30/2021	5/7/2021
11	5/1/2021	5/14/2021	5/5/2021	5/14/2021	5/14/2021	5/21/2021
12	5/15/2021	5/28/2021	5/19/2021	5/28/2021	5/28/2021	6/4/2021
13	5/29/2021	6/11/2021	6/2/2021	6/11/2021	6/11/2021	6/18/2021
14	6/12/2021	6/25/2021	6/16/2021	6/25/2021	6/25/2021	7/2/2021
15	6/26/2021	7/9/2021	6/30/2021	7/9/2021	7/9/2021	7/16/2021
16	7/10/2021	7/23/2021	7/14/2021	7/23/2021	7/23/2021	7/30/2021
17	7/24/2021	8/6/2021	7/28/2021	8/6/2021	8/6/2021	8/13/2021
18	8/7/2021	8/20/2021	8/11/2021	8/20/2021	8/20/2021	8/27/2021
19	8/21/2021	9/3/2021	8/25/2021	9/3/2021	9/3/2021	9/10/2021
20	9/4/2021	9/17/2021	9/8/2021	9/17/2021	9/17/2021	9/24/2021
21	9/18/2021	10/1/2021	9/22/2021	10/1/2021	10/1/2021	10/8/2021
22	10/2/2021	10/15/2021	10/6/2021	10/15/2021	10/15/2021	10/22/2021
23	10/16/2021	10/29/2021	10/20/2021	10/29/2021	10/29/2021	11/5/2021
24	10/30/2021	11/12/2021	11/3/2021	11/12/2021	11/12/2021	11/19/2021
25	11/13/2021	11/26/2021	11/17/2021	11/24/2021* early due to holiday	11/24/2021* early due to holiday	12/3/2021
26	11/27/2021	12/10/2021	12/1/2021	12/10/2021	12/10/2021	12/17/2021
27	12/11/2021	12/24/2021	12/15/2021	12/22/2021* early due to holiday	12/22/2021* early due to holiday	12/31/2021
1	12/25/2021	1/7/2022	12/29/2021	1/7/2022	1/7/2022	1/14/2022
2	1/8/2022	1/21/2022	1/12/2022	1/21/2022	1/21/2022	1/28/2022

5/31 holiday

9/6 holiday

Please consult with your Department Head to determine if the Department cutoff date is sooner.

*Payroll Change cut offs dates are subject to change due to Holidays and circumstances beyond our control but only after advance notification.