

2021 PAYROLL DEADLINES
For Non-Full Time Employees (applies to
leaves and addition to pay requests)



All leave requests are to be submitted to your supervisor for approval a minimum of 10 days prior to the start of your leave except in extenuating circumstances.

In extenuating circumstances (sick day, bereavement, etc.), please submit your request in accordance with the deadlines below in order to ensure that your pay/attendance is accurate.

Pay Period Start Date (Week 1)	Pay Period End Date (Week 2)	<i>Deadline for Employee to Submit Requests to Manager</i>	<i>Deadline for Manager to Approve Requests</i>	PAY DATE
December 6, 2020	December 19, 2020	December 16, 2020	December 17, 2020	December 31, 2020
December 20, 2020	January 02, 2021	January 04, 2021	January 06, 2021	January 15, 2021
January 03, 2021	January 16, 2021	January 18, 2021	January 20, 2021	January 29, 2021
January 17, 2021	January 30, 2021	February 01, 2021	February 03, 2021	February 12, 2021
January 31, 2021	February 13, 2021	February 16, 2021	February 17, 2021	February 26, 2021
February 14, 2021	February 27, 2021	March 01, 2021	March 03, 2021	March 12, 2021
February 28, 2021	March 13, 2021	March 15, 2021	March 17, 2021	March 26, 2021
March 14, 2021	March 27, 2021	March 29, 2021	March 31, 2021	April 09, 2021
March 28, 2021	April 10, 2021	April 12, 2021	April 14, 2021	April 23, 2021
April 11, 2021	April 24, 2021	April 26, 2021	April 28, 2021	May 07, 2021
April 25, 2021	May 08, 2021	May 10, 2021	May 12, 2021	May 21, 2021
May 09, 2021	May 22, 2021	May 25, 2021	May 26, 2021	June 04, 2021
May 23, 2021	June 05, 2021	June 07, 2021	June 09, 2021	June 18, 2021
June 06, 2021	June 19, 2021	June 21, 2021	June 23, 2021	July 02, 2021
June 20, 2021	July 03, 2021	July 05, 2021	July 07, 2021	July 16, 2021
July 04, 2021	July 17, 2021	July 19, 2021	July 21, 2021	July 30, 2021
July 18, 2021	July 31, 2021	August 03, 2021	August 04, 2021	August 13, 2021
August 01, 2021	August 14, 2021	August 16, 2021	August 18, 2021	August 27, 2021
August 15, 2021	August 28, 2021	August 30, 2021	September 01, 2021	September 10, 2021
August 29, 2021	September 11, 2021	September 13, 2021	September 15, 2021	September 24, 2021
September 12, 2021	September 25, 2021	September 27, 2021	September 29, 2021	October 08, 2021
September 26, 2021	October 09, 2021	October 12, 2021	October 13, 2021	October 22, 2021
October 10, 2021	October 23, 2021	October 25, 2021	October 27, 2021	November 05, 2021
October 24, 2021	November 06, 2021	November 08, 2021	November 10, 2021	November 19, 2021
November 07, 2021	November 20, 2021	November 22, 2021	November 24, 2021	December 03, 2021
November 21, 2021	December 04, 2021	December 06, 2021	December 08, 2021	December 17, 2021
December 05, 2021	December 18, 2021	December 16, 2021	December 17, 2021	December 31, 2021

All Late addition to pay requests will be paid on the following pay date.

** Revisions to some dates may be required **