

BI-WEEKLY PAYROLL SCHEDULE 2020-2021

Payroll ID	Pay Period Begin Date	Pay Period End Date	## Supervisor Lockout Deadline @ 5PM	## Timekeeper Lockout Deadline @ 5PM	Payroll Lockout - Time Records Taken By Payroll	Payday	Off Cycle Check Cutoff Noon	Off Cycle Check Payday	Holidays
20212R01	Jun 13	Jun 26	Jun 30	*July 1	*July 2	Jul 10	Jul 14	Jul 17	
20212R02	Jun 27	Jul 10	Jul 14	Jul 16	Jul 17	Jul 24	Jul 28	Jul 31	Independence Day (Univ. Closed) Fri Jul 3
20212R03	Jul 11	Jul 24	Jul 28	Jul 30	Jul 31	Aug 07	Aug 11	Aug 14	
20212R04	Jul 25	Aug 07	Aug 11	Aug 13	Aug 14	Aug 21	Aug 25	Aug 28	
20212R05	Aug 08	Aug 21	Aug 25	Aug 27	Aug 28	Sep 04	Sep 08	Sep 11	
20212R06	Aug 22	Sep 04	Sep 08	Sep 10	Sep 11	Sep 18	Sep 22	Sep 25	
20212R07	Sep 05	Sep 18	Sep 22	Sep 24	Sep 25	Oct 02	Oct 06	Oct 09	
20212R08	Sep 19	Oct 02	Oct 06	Oct 08	Oct 09	Oct 16	Oct 20	Oct 23	
20212R09	Oct 03	Oct 16	Oct 20	Oct 22	Oct 23	Oct 30	Nov 03	Nov 06	
20212R10	Oct 17	Oct 30	Nov 03	Nov 05	Nov 06	Nov 13	Nov 17	Nov 20	
20202R11	Oct 31	Nov 13	*Nov 16	*Nov 17	*Nov 18	*Nov 25	Dec 01	Dec 04	
20212R12	Nov 14	Nov 27	Dec 01	Dec 03	Dec 04	Dec 11	Pay 2R13	Dec 22	Thanksgiving Nov 26 - 27
20212R13	Nov 28	Dec 11	*Dec 13	*Dec 14	*Dec 15	*Dec 22	Pay 2R14	Jan 08	
20212R14	Dec 12	Dec 25	*Jan 02	*Jan 03	*Jan 04	Jan 08	Jan 12	Jan 15	Winter Break Dec 24 - Dec 31
20212R15	Dec 26	Jan 08	Jan 12	*Jan 13	*Jan 14	Jan 22	Jan 26	Jan 29	New Years Day Fri Jan 1
20212R16	Jan 09	Jan 22	Jan 26	Jan 28	Jan 29	Feb 05	Feb 09	Feb 12	ML King Jr. Mon Jan 18
20212R17	Jan 23	Feb 05	Feb 09	Feb 11	Feb 12	Feb 19	Feb 23	Feb 26	
20212R18	Feb 06	Feb 19	Feb 23	Feb 25	Feb 26	Mar 05	Mar 09	Mar 12	
20212R19	Feb 20	Mar 05	Mar 09	Mar 11	Mar 12	Mar 19	Mar 23	Mar 26	
20212R20	Mar 06	Mar 19	Mar 23	Mar 25	Mar 26	Apr 02	Apr 06	Apr 09	
20212R21	Mar 20	Apr 02	Apr 06	Apr 08	Apr 09	Apr 16	Apr 20	Apr 23	
20212R22	Apr 03	Apr 16	Apr 20	Apr 22	Apr 23	Apr 30	May 04	May 07	
20212R23	Apr 17	Apr 30	May 04	May 06	May 07	May 14	May 18	May 21	
20212R24	May 01	May 14	May 18	May 20	May 21	May 28	Jun 01	Jun 04	
20212R25	May 15	May 28	Jun 01	Jun 03	Jun 04	Jun 11	Jun 15	Jun 18	Memorial Day Mon May 31
20212R26	May 29	Jun 11	Jun 15	Jun 17	Jun 18	Jun 25	Jun 29	Jul 02	

To ensure timely insurance enrollment, appointments must be approved by 1st workday of month in which they are effective.

Departments set an earlier internal deadline by which employees must turn in timesheets

*Deviations due to holidays