

CALENDAR YEAR 2020 - 2021 PAYROLL CALENDAR

EE Status	Pay Period Begins		Pay Period Ends		HR Onboarding *		Direct Deposit Changes			Employee Submit Timesheets			Supervisor Timesheet Approvals Complete		Pay Date		Calendar Year Pay Cycle	
Non- Exempt **	Thur	08/06/20	Sun	08/22/20	Fri	08/07/20	Mon	08/17/20	4:30 PM	Mon	08/24/20	12 NOON	Mon	08/17/20	5:00 PM	Fri	08/28/20	18
Exempt	Sun	08/09/20	Sat	08/22/20	Fri	08/07/20	Mon	08/17/20	4:30 PM							Fri	08/28/20	18
ALL	Sun	08/23/20	Sat	09/05/20	Fri	08/21/20	Mon	08/31/20	4:30 PM	Mon	09/07/20	12 NOON	Mon	09/07/20	5:00 PM	Fri	09/11/20	19
ALL	Sun	09/06/20	Sat	09/19/20	Fri	09/04/20	Mon	09/14/20	4:30 PM	Mon	09/21/20	12 NOON	Mon	09/21/20	5:00 PM	Fri	09/25/20	20
ALL	Sun	09/20/20	Sat	10/03/20	Fri	09/18/20	Mon	09/28/20	4:30 PM	Mon	10/05/20	12 NOON	Mon	10/05/20	5:00 PM	Fri	10/09/20	21
ALL	Sun	10/04/20	Sat	10/17/20	Fri	10/02/20	Mon	10/12/20	4:30 PM	Mon	10/19/20	12 NOON	Mon	10/19/20	5:00 PM	Fri	10/23/20	22
ALL	Sun	10/18/20	Sat	10/31/20	Fri	10/16/20	Mon	10/26/20	4:30 PM	Mon	11/02/20	12 NOON	Mon	11/02/20	5:00 PM	Fri	11/06/20	23
ALL	Sun	11/01/20	Sat	11/14/20	Fri	10/30/20	Mon	11/09/20	4:30 PM	Mon	11/16/20	12 NOON	Mon	11/16/20	5:00 PM	Fri	11/20/20	24
ALL	Sun	11/15/20	Sat	11/28/20	Fri	11/13/20	Mon	11/23/20	4:30 PM	Mon	11/30/20	12 NOON	Mon	11/30/20	5:00 PM	Fri	12/04/20	25
ALL	Sun	11/29/20	Sat	12/12/20	Fri	11/27/20	Mon	12/07/20	4:30 PM	Mon	12/14/20	12 NOON	Mon	12/14/20	5:00 PM	Fri	12/18/20	26
ALL	Sun	12/13/20	Sat	12/26/20	Fri	12/11/20	Mon	12/21/20	4:30 PM	Mon	12/28/20	10:00 AM	Mon	12/28/20	2:00 PM	Thur	12/31/20	27
ALL	Sun	12/27/20	Sat	01/09/21	Fri	12/25/20	Mon	01/04/21	4:30 PM	Mon	01/11/21	12 NOON	Mon	01/11/21	5:00 PM	Fri	01/15/21	1
ALL	Sun	01/10/21	Sat	01/23/21	Fri	01/08/21	Mon	01/18/21	4:30 PM	Mon	01/25/21	12 NOON	Mon	01/25/21	5:00 PM	Fri	01/29/21	2
ALL	Sun	01/24/21	Sat	02/06/21	Fri	01/22/21	Mon	02/01/21	4:30 PM	Mon	02/08/21	12 NOON	Mon	02/08/21	5:00 PM	Fri	02/12/21	3
ALL	Sun	02/07/21	Sat	02/20/21	Fri	02/05/21	Mon	02/15/21	4:30 PM	Mon	02/22/21	12 NOON	Mon	02/22/21	5:00 PM	Fri	02/26/21	4
ALL	Sun	02/21/21	Sat	03/06/21	Fri	02/19/21	Mon	03/01/21	4:30 PM	Mon	03/08/21	12 NOON	Mon	03/08/21	5:00 PM	Fri	03/12/21	5
ALL	Sun	03/07/21	Sat	03/20/21	Fri	03/05/21	Mon	03/15/21	4:30 PM	Mon	03/22/21	12 NOON	Mon	03/22/21	5:00 PM	Fri	03/26/21	6
ALL	Sun	03/21/21	Sat	04/03/21	Fri	03/19/21	Mon	03/29/21	4:30 PM	Mon	04/05/21	12 NOON	Mon	04/05/21	5:00 PM	Fri	04/09/21	7
ALL	Sun	04/04/21	Sat	04/17/21	Fri	04/02/21	Mon	04/12/21	4:30 PM	Mon	04/19/21	12 NOON	Mon	04/19/21	5:00 PM	Fri	04/23/21	8
ALL	Sun	04/18/21	Sat	05/01/21	Fri	04/16/21	Mon	04/26/21	4:30 PM	Mon	05/03/21	12 NOON	Mon	05/03/21	5:00 PM	Fri	05/07/21	9
ALL	Sun	05/02/21	Sat	05/15/21	Fri	04/30/21	Mon	05/10/21	4:30 PM	Mon	05/17/21	12 NOON	Mon	05/17/21	5:00 PM	Fri	05/21/21	10
ALL	Sun	05/16/21	Sat	05/29/21	Fri	05/14/21	Mon	05/24/21	4:30 PM	Mon	05/31/21	12 NOON	Mon	05/31/21	5:00 PM	Fri	06/04/21	11
ALL	Sun	05/30/21	Sat	06/12/21	Fri	05/28/21	Mon	06/07/21	4:30 PM	Mon	06/14/21	12 NOON	Mon	06/14/21	5:00 PM	Fri	06/18/21	12
ALL	Sun	06/13/21	Sat	06/26/21	Fri	06/11/21	Mon	06/21/21	4:30 PM	Mon	06/28/21	12 NOON	Mon	06/28/21	5:00 PM	Fri	07/02/21	13
ALL	Sun	06/27/21	Sat	07/10/21	Fri	06/25/21	Mon	07/05/21	4:30 PM	Mon	07/12/21	12 NOON	Mon	07/12/21	5:00 PM	Fri	07/16/21	14
ALL	Sun	07/11/21	Sat	07/24/21	Fri	07/09/21	Mon	07/19/21	4:30 PM	Mon	07/26/21	12 NOON	Mon	07/26/21	5:00 PM	Fri	07/30/21	15

ONE-TIME Payment Requests must be submitted and approved **PRIOR** to work being performed. Submittals/Approvals after work is performed will likely delay payment

Business Processes within Workday must be complete including all required approvals in order to be reflected in payroll.

***HR Onboarding** completion must be completed **PRIOR** to any work being performed. Onboarding that is not completed **PRIOR** to work being performed may casue a delay in payroll.

*** extended Period due to change in Pay Group