

MONTHLY PAYROLL SCHEDULE 2020 - 2021

Month	Payroll ID	Supervisors/Managers approve pending time deadline @ 5PM	CTOD & LWOP Deadline @ 5PM	Return LOA & Timekeepers Approvals - Deadline @ 5PM	CAMPUS LOCKOUT @ 5PM EHRA & SHRA actions plus Supplemental Pay must be entered into the HR system & supporting documentation submitted to HRIM	Distribution Changes Completed @ 5PM	Authorization & Supplemental Pay Detail Report Approval @ 5PM	Payroll Confirmed (Lockout remains pending Distribution)	Pay Day	Off-Cycle Check Request Deadline @5PM **	Off Cycle Check Payday	Holidays / Comments
July	20211R01	Jul 6	Jul 10	Jul 17	Jul 16	Jul 20	Jul 23	Jul 24	Jul 31	Aug 6	Aug 14	Independence Day Fri Jul 3
Aug	20211R02	Aug 6	Aug 14	Aug 14	Aug 14	Aug 18	Aug 21	Aug 24	Aug 31	Sep 4	Sep 15	
Sep	20211R03	Sep 6	Sept 11	Sept 11	Sep 15	Sep 17	Sep 22	Sep 23	Sep 30	Oct 6	Oct 15	
Oct	20211R04	Oct 6	Oct 9	Oct 16	Oct 15	Oct 19	Oct 22	Oct 23	Oct 30	Nov 5	Nov 13	
Nov	20211R05	Nov 6	Nov 6	Nov 13	Nov 11	Nov 13	Nov 18	Nov 19	Nov 30	N/A	Pay on 1R06	Thanksgiving Nov 26-27
Dec	20211R06	Dec 6	Dec 4	Dec 8	Dec 7	Dec 9	Dec 14	Dec 15	*Dec 22	Jan 7	Jan 15	Winter Break Dec 24 - 31
Jan	20211R07	Jan 6	Jan 8	Jan 15	Jan 13	Jan 15	Jan 21	Jan 22	Jan 29	Feb 4	Feb 12	New Year's, Wed Jan 1 ML King Jr., Mon Jan 18
Feb	20211R08	Feb 6	Feb 5	Feb 12	Feb 11	Feb 15	Feb 18	Feb 19	Feb 26	Mar 4	Mar 15	
Mar	20211R09	Mar 6	Mar 12	Mar 12	Mar 16	Mar 18	Mar 23	Mar 24	Mar 31	Apr 6	Apr 15	
Apr	20211R10	Apr 6	Apr 9	Apr 16	Apr 15	Apr 19	Apr 22	Apr 23	Apr 30	May 6	May 14	
May	20211R11	May 6	May 7	May 14	May 13	May 17	May 20	May 21	May 28	Jun 3	Jun 15	Memorial Day Mon May 31
June	20211R12	Jun 6	Jun 11	Jun 11	Jun 11	Jun 15	Jun 18	Jun 21	Jun 30	Jul 6	Jul 15	

CTOD - CompTime on Demand
 LWOP - Leave Without Pay
 LOA - Leave of Absence

* Deviations Due to Holiday

** By this date, an Off-Cycle Check Request form must be submitted to the appropriate Personnel Office & received by Payroll. All related backup must be completed & approved.

Deadlines are 5 PM unless otherwise noted