



## 2021

Bi-Weekly Payroll Calendar & Web Time Entry Due Dates  
for Hourly Student, Temporary, and Work Study Employees

**Important:** **Employees** must enter time worked no later than the "Employee Entry Deadline Date and Time" and Supervisors must approve time worked no later than the "Approver Deadline Date and Time" to avoid delays in receiving pay.

Pay #	Pay Period Start Date (Monday)	Pay Period End Date (Sunday)	Employee Entry Deadline Date (Monday)	Employee Entry Deadline Time	Approver Deadline Date (Monday)	Approver Deadline Time	Pay Date
1	12/21/2020	1/3/2021	1/4/2021	10:00 AM	1/4/2021	5:00 PM	1/15/2021
2	1/4/2021	1/17/2021	1/18/2021	10:00 AM	1/18/2021	5:00 PM	1/29/2021
3	1/18/2021	1/31/2021	2/1/2021	10:00 AM	2/1/2021	5:00 PM	2/12/2021
4	2/1/2021	2/14/2021	2/15/2021	10:00 AM	2/15/2021	5:00 PM	2/26/2021
5	2/15/2021	2/28/2021	3/1/2021	10:00 AM	3/1/2021	5:00 PM	3/12/2021
6	3/1/2021	3/14/2021	3/15/2021	10:00 AM	3/15/2021	5:00 PM	3/26/2021
7	3/15/2021	3/28/2021	3/29/2021	10:00 AM	3/29/2021	5:00 PM	4/9/2021
8	3/29/2021	4/11/2021	4/12/2021	10:00 AM	4/12/2021	5:00 PM	4/23/2021
9	4/12/2021	4/25/2021	4/16/2021	10:00 AM	4/26/2021	5:00 PM	5/7/2021
10	4/26/2021	5/9/2021	5/10/2021	10:00 AM	5/10/2021	5:00 PM	5/21/2021
11	5/10/2021	5/23/2021	5/24/2021	10:00 AM	5/24/2021	5:00 PM	6/4/2021
12	5/24/2021	6/6/2021	6/7/2021	10:00 AM	6/7/2021	5:00 PM	6/18/2021
13	6/7/2021	6/20/2021	6/21/2021	10:00 AM	6/21/2021	5:00 PM	7/2/2021
14	6/21/2021	7/4/2021	7/5/2021	10:00 AM	7/5/2021	5:00 PM	7/16/2021
15	7/5/2021	7/18/2021	7/19/2021	10:00 AM	7/19/2021	5:00 PM	7/30/2021
16	7/19/2021	8/1/2021	8/2/2021	10:00 AM	8/2/2021	5:00 PM	8/13/2021
17	8/2/2021	8/15/2021	8/16/2021	10:00 AM	8/16/2021	5:00 PM	8/27/2021
18	8/16/2021	8/29/2021	8/30/2021	10:00 AM	8/30/2021	5:00 PM	9/10/2021
19	8/30/2021	9/12/2021	9/13/2021	10:00 AM	9/26/2021	5:00 PM	9/24/2021
20	9/13/2021	9/26/2021	9/27/2021	10:00 AM	9/14/2021	5:00 PM	10/8/2021
21	9/27/2021	10/10/2021	10/11/2021	10:00 AM	10/11/2021	5:00 PM	10/22/2021
22	10/11/2021	10/24/2021	10/25/2021	10:00 AM	10/25/2021	5:00 PM	11/5/2021
23	10/25/2021	11/7/2021	11/8/2021	10:00 AM	11/8/2021	5:00 PM	11/19/2021
24	11/8/2021	11/21/2021	11/22/2021	10:00 AM	11/22/2021	5:00 PM	12/3/2021
25	11/22/2021	12/5/2021	12/6/2021	10:00 AM	12/6/2021	5:00 PM	12/17/2021
26	12/6/2021	12/19/2021	12/20/2021	10:00 AM	12/20/2021	5:00 PM	12/30/2021