****

**2021**

Bi-Weekly Payroll Calendar & Web Time Entry Due Dates

For PERMANENT SHRA 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”

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Pay #** | **Timesheet Start Date *(Monday)*** | **Timesheet End Date *(Sunday)*** | **Employee Entry Deadline Date *(Monday)*** | **Employee Entry Deadline Time** | **Approver Deadline Date**  | **Approver Deadline Time** | **Pay Date** |
| 26 | 11/23/2020 | 12/06/2020 | 12/07/2020 | 10:00 AM | 12/08/2020 | 5:00 PM | JANUARY 31,2021 |
| 27 | 12/07/2020 | 12/20/2020 | 12/21/2020 | 10:00 AM | 12/22/2020 | 5:00 PM |
| 1 | 12/21/2020 | 01/03/2021 | 01/04/2021 | 10:00 AM | 01/05/2021 | 5:00 PM |
| 2 | 01/04/2021 | 01/17/2021 | 01/18/2021 | 10:00 AM | 01/19/2021 | 5:00 PM | February 26. 2021 |
| 3 | 01/18/2021 | 01/31/2021 | 02/01/2021 | 10:00 AM | 02/02/2021 | 5:00 PM |
| 4 | 02/01/2021 | 02/14/2021 | 02/15/2021 | 10:00 AM | 02/16/2021 | 5:00 PM | MARCH 31, 2021 |
| 5 | 02/15/2021 | 02/28/2021 | 03/01/2021 | 10:00 AM | 03/02/2021 | 5:00 PM |
| 6 | 03/01/2021 | 03/14/2021 | 03/15/2021 | 10:00 AM | 03/16/2021 | 5:00 PM | APRIL 30, 2021 |
| 7 | 03/15/2021 | 03/28/2021 | 03/29/2021 | 10:00 AM | 03/30/2021 | 5:00 PM |
| 8 | 03/29/2021 | 04/11/2021 | 04/12/2021 | 10:00 AM | 04/13/2021 | 5:00 PM |
| 9 | 04/12/2021 | 04/25/2021 | 04/26/2021 | 10:00 AM | 04/27/2021 | 5:00 PM | May 31, 2021 |
| 10 | 04/26/2021 | 05/09/2021 | 05/10/2021 | 10:00 AM | 05/11/2021 | 5:00 PM |
| 11 | 05/10/2021 | 05/23/2021 | 05/24/2021 | 10:00 AM | 05/25/2021 | 5:00 PM | June 30, 2021 |
| 12 | 05/24/2021 | 06/06/2021 | 06/07/2021 | 10:00 AM | 06/08/2021 | 5:00 PM |
| 13 | 06/07/2021 | 06/20/2021 | 06/21/2021 | 10:00 AM | 06/22/2021 | 5:00 PM | July 30, 2021 |
| 14 | 06/21/2021 | 07/04/2021 | 07/06/2021 | 10:00 AM | 07/07/2021 | 5:00 PM |
| 15 | 07/05/2021 | 07/18/2021 | 07/19/2021 | 10:00 AM | 07/20/2021 | 5:00 PM | August 31, 2021 |
| 16 | 07/19/2021 | 08/01/2021 | 08/02/2021 | 10:00 AM | 08/03/2021 | 5:00 PM |
| 17 | 08/02/2021 | 08/15/2021 | 08/16/2021 | 10:00 AM | 08/17/2021 | 5:00 PM | September 30, 2021 |
| 18 | 08/16/2021 | 08/29/2021 | 08/30/2021 | 10:00 AM | 08/31/2021 | 5:00 PM |
| 19 | 08/30/2021 | 09/12/2021 | 09/13/2021 | 10:00 AM | 09/14/2021 | 5:00 PM |
| 20 | 09/13/2021 | 09/26/2021 | 09/27/2021 | 10:00 AM | 09/28/2021 | 5:00 PM | October 29, 2021 |
| 21 | 09/27/2021 | 10/10/2021 | 10/11/2021 | 10:00 AM | 10/12/2021 | 5:00 PM |
| 22 | 10/11/2021 | 10/24/2021 | 10/25/2021 | 10:00 AM | 10/26/2021 | 5:00 PM | November 30, 2021 |
| 23 | 10/25/2021 | 11/07/2021 | 11/08/2021 | 10:00 AM | 11/09/2021 | 5:00 PM | December 23, 2021 |
| 24 | 11/08/2021 | 11/21/2021 | 11/22/2021 | 10:00 AM | 11/23/2021 | 5:00 PM |
| 25 | 11/22/2021 | 12/05/2021 | 12/06/2021 | 10:00 AM | 12/07/2021 | 5:00 PM |
| 26 | 12/06/2021 | 12/19/2021 | 12/20/2021 | 10:00 AM | 12/21/2021 | 5:00 PM | January 31, 2022 |
| 01 | 12/20/2020 | 01/02/2022 | 12/21/2021 | 5:00 PM | 12/23/2021 | 5:00 PM |