



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	

