

January

Sun

Mon

Tue

Wed

Thu

Fri

Sat

3

4
Hourly Summaries Due:
Pay Period 12/16/20-
12/31/20

5

6

7

1
HOLIDAY

8

Deadline for Paperwork
to HRS: Hourly Pay
Period 1/1/21-1/15/21
Salary Pay Period
1/16/21 -1/31/21

9

10

11

12

13

14

Hourly Summaries
Available: PPE 1/1/21 -
1/15/21

15
PAYDAY

16

17

18
HOLIDAY

19

DUE BY NOON
Hourly Summaries Due:
Pay Period 1/1/21-
1/15/21 Salary
Summaries Due: Pay
Period 12/1/20-12/31/20

20

21

22
Paperwork to HRS:
Hourly Pay Period
1/16/21-1/31/21 Salary
Pay Period 2/1/21-
2/15/21

23

24

25

26

27

28
Hourly Summaries
Available PPE 1/16/21-
1/31/21 Salary
Summaries Available:
PPE 1/1/21-1/31/21

29
PAYDAY

30

2021

February

Sun
31

Mon
1

Hourly Summaries Due:
Pay Period 1/16/21-
1/31/21

Tue
2

Wed
3

Thu
4

Fri
5

Sat
6

7

8

Deadline for Paperwork
to HRS: Hourly Pay
Period 2/1/21-2/15/21
Salary Pay Period
2/16/21 -2/28/21

9

10

11

ADMINSTRATIVE
CLOSURE

12

PAYDAY
Hourly Summaries
Available: PPE 2/1/21-
2/15/21

13

14

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16

Due at NOON
Hourly Summaries Due:
Pay Period 2/1/21-
2/15/21 Salary
Summaries Due: Pay
Period 1/1/21-1/31/21

17

18

19

Paperwork to HRS:
Hourly Pay Period
2/16/21-2/28/21 Salary
Pay Period 3/1/21-
3/15/21

20

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22

23

24

25

Hourly Summaries
Available PPE 2/16/21-
2/29/21 Salary
Summaries Available:
PPE 2/1/21-2/29/21

26

PAYDAY

27

28

2021

March

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

Hourly Summaries Due:
Pay Period 2/16/21-
2/28/21

2

3

4

5

6

7

8

Deadline for Paperwork
to HRS: Hourly Pay
Period 3/1/21-3/15/21
Salary Pay Period
3/16/21 -3/31/21

9

10

11

Hourly Summaries
Available: PPE 3/1/21-
3/15/21

12

ADMINISTRATIVE
CLOSURE

13

14

15

PAYDAY

16

Hourly Summaries Due:
Pay Period 3/1/21-
3/15/21 Salary
Summaries Due: Pay
Period 2/1/21-2/28/21

17

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Paperwork to HRS:
Hourly Pay Period
3/16/21-3/31/21 Salary
Pay Period 4/1/21-
4/15/21

26

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Hourly Summaries
Available PPE 3/16/21-
3/31/21 Salary
Summaries Available:
PPE 3/1/21-3/31/21

31

PAYDAY

2021

April

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

Hourly Summaries Due:
Pay Period 3/16/21-
3/31/21

2

3

4

5

6

7

8

Deadline for Paperwork
to HRS: Hourly Pay
Period 4/1/21-4/15/21
Salary Pay Period
4/16/21 -4/30/21

9

10

11

12

13

14

Hourly Summaries
Available: PPE 4/1/21-
4/15/21

15

PAYDAY

16

Hourly Summaries Due:
Pay Period 4/1/21-
4/15/21 Salary
Summaries Due: Pay
Period 3/1/21-3/31/21

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23

Deadline for Paperwork
to HRS: Hourly Pay
Period 4/16/21-4/30/21
Salary Pay Period 5/1/21
-5/15/21

24

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Hourly Summaries
Available PPE 4/16/21-
4/30/2 Salary
Summaries Available:
PPE 4/1/21-4/30/21

30

PAYDAY

2021

May

Sun

Mon

Tue

Wed

Thu

Fri

Sat

2

3
Hourly Summaries Due:
Pay Period 4/16/21-
4/30/21

4

5

6

7
Deadline for Paperwork
to HRS: Hourly Pay
Period 5/1/21-5/15/21
Salary Pay Period
5/16/21 -5/31/21

8

9

10

11

12

13
Hourly Summaries
Available: PPE 5/1/21-
5/15/21

14
PAYDAY

15

16

17
Hourly Summaries Due:
Pay Period 5/1/21-
5/15/21 Salary
Summaries Due: Pay
Period 4/1/21-4/30/21

18

19

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22

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24
Deadline for Paperwork
to HRS: Hourly Pay
Period 5/16/21-5/31/21
Salary Pay Period
6/1/21- 6/15/21

25

26

27
Hourly Summaries
Available PPE 5/16/21-
5/31/21 Salary
Summaries Available:
PPE 5/1/21-5/31/21

28
PAYDAY

29

30

31
HOLIDAY

2021

June

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

Hourly Summaries Due:
Pay Period 5/16/21-
5/31/21

2

3

4

5

6

7

8

Deadline for Paperwork
to HRS: Hourly Pay
Period 6/1/21-6/15/21
Salary Pay Period
6/16/21 -6/30/21

9

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11

12

13

14

Hourly Summaries
Available: PPE 6/1/21-
6/15/21

15

PAYDAY

16

Hourly Summaries Due:
Pay Period 6/1/21-
6/15/21 Salary
Summaries Due: Pay
Period 5/1/21-5/31/21

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Deadline for Paperwork
to HRS: Hourly Pay
Period 6/16/2-6/30/21
Salary Pay Period
7/1/21-7/15/2

24

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29

Hourly Summaries
Available PPE 6/16/21-
6/30/21 Salary
Summaries Available:
PPE 6/1/21-6/30/21

30

PAYDAY

2021

July

Sun

Mon

Tue

Wed

Thu

Fri

Sat

4

5
HOLIDAY

6

7

8

1
Hourly Summaries Due:
Pay Period 6/16/21-
6/30/21

9

10

Deadline for Paperwork
to HRS: Hourly Pay
Period 7/1/21-
7/15/201Salary Pay
Period 7/16/21 -7/31/21

11

12

13

14
Hourly Summaries
Available: PPE 7/1/21-
7/15/21

15
PAYDAY

16
Hourly Summaries Due:
Pay Period 7/1/21-
7/15/21 Salary
Summaries Due: Pay
Period 6/1/21-6/30/21

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23
Deadline for Paperwork
to HRS: Hourly Pay
Period 7/16/21-7/31/21
Salary Pay Period
8/1/21- 8/15/21

24

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29
Hourly Summaries
Available PPE 7/16/21-
7/31/21 Salary
Summaries Available:
PPE 7/1/21-7/31/21

30
PAYDAY

31

2021

August

Sun
1

Mon
2

Hourly Summaries Due:
Pay Period 7/16/21-
7/31/21

Tue
3

Wed
4

Thu
5

Fri
6

Deadline for Paperwork
to HRS: Hourly Pay
Period 8/1/21-8/15/21
Salary Pay Period
8/16/21 -8/31/21

Sat
7

8

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11

12

Hourly Summaries
Available: PPE 8/1/21-
8/15/21

13
PAYDAY

14

15

16

Hourly Summaries Due:
Pay Period 8/1/21-
8/15/21 Salary
Summaries Due: Pay
Period 7/1/21-7/31/21

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Deadline for Paperwork
to HRS: Hourly Pay
Period 8/16/21-8/31/21
Salary Pay Period
9/1/21- 9/15/21

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Hourly Summaries
Available PPE 8/16/21-
8/31/21 Salary
Summaries Available:
PPE 8/1/21-8/31/21

31

PAYDAY

2021

September

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

Hourly Summaries Due:
Pay Period 8/16/21-
8/31/21

2

3

4

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6
HOLIDAY

7

8

Deadline for Paperwork
to HRS: Hourly Pay
Period 9/1/21-9/15/21
Salary Pay Period
9/16/21 -9/30/21

9

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11

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14

Hourly Summaries
Available: PPE 9/1/21-
9/15/21

15
PAYDAY

16

Hourly Summaries Due:
Pay Period 9/1/21-
9/15/21 Salary
Summaries Due: Pay
Period 8/1/21-8/31/21

17

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Deadline for Paperwork
to HRS: Hourly Pay
Period 9/16/21-9/30/21
Salary Pay Period
10/1/21 -10/15/21

24

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Hourly Summaries
Available PPE 9/16/21-
9/30/21 Salary
Summaries Available:
PPE 9/1/21-9/30/21

30
PAYDAY

2021

October

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

2

Hourly Summaries Due:
Pay Period 9/16/21-
9/30/21

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Deadline for Paperwork
to HRS: Hourly Pay
Period 10/1/21-10/15/21
Salary Pay Period
10/16/21 -10/31/21

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16

Hourly Summaries
Available: PPE
10/1/21-10/15/21

PAYDAY

17

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23

Hourly Summaries Due:
Pay Period 10/1/21-
10/15/21 Salary
Summaries Due: Pay
Period 9/1/21-9/30/21

Deadline for Paperwork
to HRS: Hourly Pay
Period 10/16/21-
10/31/21 Salary Pay
Period 11/1/21 -
11/15/21

24

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Hourly Summaries
Available PPE 10/16/21-
10/31/21 Salary
Summaries Available:
PPE 10/1/21-10/31/21

PAYDAY

31

2021

November

| <i>Sun</i> | <i>Mon</i> | <i>Tue</i> | <i>Wed</i> | <i>Thu</i> | <i>Fri</i> | <i>Sat</i> |
|------------|--|--|------------|----------------------|---|------------|
| | 1 Hourly Summaries Due: Pay Period 10/16/21- 10/31/21 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 Deadline for Paperwork to HRS: Hourly Pay Period 11/1/21-11/15/21 Salary Pay Period 11/16/21 -11/30/21 | 9 | 10 | 11 | 12 Hourly Summaries Available: PPE 11/1/21-11/15/21 | 13 |
| 14 | 15 PAYDAY | 16 Hourly Summaries Due: Pay Period 11/1/21- 11/15/21 Salary Summaries Due: Pay Period 10/1/21-10/31/21 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 Deadline for Paperwork to HRS: Hourly Pay Period 11/16/21- 11/30/21 Salary Pay Period 12/1/21 - 12/15/21 | 24 | 25 HOLIDAY | 26 FLOATING HOLIDAY | 27 |
| 28 | 29 Hourly Summaries Available PPE 11/16/20- 11/30/20 Salary Summaries Available: PPE 11/1/20-11/30/20 | 30 PAYDAY | | | | |

2021

December

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

Hourly Summaries Due:
Pay Period 11/16/21-
11/30/21

2

3

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8

Deadline for Paperwork
to HRS: Hourly Pay
Period 12/1/21-12/15/21
Salary Pay Period
12/16/21 -12/31/21

9

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12

13

14

Hourly Summaries
Available: PPE
12/1/21-12/15/21

15

PAYDAY

16

DUE BY NOON
Hourly Summaries Due:
Pay Period 12/1/21-
12/15/21 Salary
Summaries Due: Pay
Period 11/1/21-11/30/21

17

Deadline for Paperwork
to HRS: Hourly Pay
Period 12/16/21-
12/31/21 Salary Pay
Period 1/1/22 -1/15/22

18

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22

Hourly Summaries
Available PPE 12/16/21-
12/31/21 Salary
Summaries Available:
PPE 12/1/21-12/31/21

23

ADMINISTRATIVE
CLOSURE

24

FLOATING HOLIDAY

25

26

27

FLOATING HOLIDAY

28

ADMINISTRATIVE
CLOSURE

29

ADMINISTRATIVE
CLOSURE

30

ADMINISTRATIVE
CLOSURE

31

PAYDAY
FLOATING HOLIDAY

2021