

# PAY: Payroll Cutoff Schedules for 2020-2021

Employee

## Payroll Cutoff Schedule

Monthly		Semi-Monthly		Adjustment Periods				
Monthly Pay Date	Pay Period	Semi-Monthly Pay Date	Pay Period	Pay Complete No Data Entry Dates	Adjustments to Time Entry Locked (8:00 a.m.) Retro for Pay Period must go to Payroll	Adjustments to Time Entry for Pay Period Unlocked (8:00a.m.)	Pay Period Closed. Retro Payments (Time Entry Retro) must be requested from Payroll.	Primary Job Switch Open Days *Half Days 11:00am to 5:00pm
Jul 01	Jun 01-30	Jun 10 Jun 25	May 16-31 Jun 01-15	Jun 05 Jun 22 Jun 26	Jun 05 Jun 22	Jun 06 Jun 23	Jul 06 Jul 20 Aug 26	Jun 08-15 Jun 23* Jun 29-30
Aug 03	Jul 01-31	Jul 10 Jul 24	Jun 16-30 Jul 01-15	Jul 07 Jul 21 Jul 29	Jul 07 Jul 21	Jul 08 Jul 22	Aug 04 Aug 19 Sep 25	Jul 08-14 Jul 22* Jul 30
Sep 01	Aug 01-31	Aug 10 Aug 25	Jul 16-31 Aug 01-15	Aug 05 Aug 20 Aug 27	Aug 05 Aug 20	Aug 06 Aug 21	Sep 03 Sep 21 Oct 26	Aug 06-13 Aug 21* Aug 28
Oct 01	Sep 01-30	Sep 10 Sep 25	Aug 16-31 Sep 01-15	Sep 04 Sep 22 Sep 28	Sep 04 Sep 22	Sep 05 Sep 23	Oct 05 Oct 19 Nov 23	Sep 07-15 Sep 23* Sep 29
Nov 02	Oct 01-31	Oct 09 Oct 23	Sep 16-30 Oct 01-15	Oct 06 Oct 20 Oct 27	Oct 06 Oct 20	Oct 07 Oct 21	Nov 04 Nov 19 Dec 28	Oct 07-13 Oct 21* Oct 28
Dec 01	Nov 01-30	Nov 10 Nov 25	Oct 16-31 Nov 01-15	Nov 05 Nov 20 Nov 24	Nov 05 Nov 20	Nov 06 Nov 21	Dec 04 Dec 18 Jan 26, 2021	Nov 06-13 Nov 23 Nov 26- Dec 01



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Jan 04 2021	Dec 01-31 2020	Dec 10 Dec 24	Nov 16-30 Dec 01-15	Dec 07 Dec 21 Dec 29	Dec 07 Dec 21	Dec 08 Dec 22	Jan 04 Jan 19 Feb 23	Dec 08-114 Dec 22* Dec 30
Feb 01 2021	Jan 01-31	Jan 08 Jan 25	Dec 16-31 Jan 01-15	Jan 05 Jan 20 Jan 27	Jan 05 Jan 20	Jan 06 Jan 21	Feb 04 Feb 19 Mar 26	Jan 06-13 Jan 21* Jan 29*
Mar 01 2021	Feb 01-28	Feb 10 Feb 25	Jan 16-31 Feb 01-15	Feb 05 Feb 22 Feb 24	Feb 05 Feb 22	Feb 06 Feb 23	Mar 04 Mar 19 Apr 27	Feb 08-12 Feb 26*
Apr 01 2021	Mar 01-31	Mar 10 Mar 25	Feb 16-28 Mar 01-15	Mar 05 Mar 22 Mar 29	Mar 05 Mar 22	Mar 06 Mar 23	Apr 05 Apr 19 May 25	Mar 08-15 Mar 23* Mar 30
May 03 2021	Apr 01-30	Apr 09 Apr 24	Mar 16-31 Apr 01-15	Apr 06 Apr 20 Apr 28	Apr 06 Apr 20	Apr 07 Apr 21	May 04 May 19 Jun 25	Apr 07-13 Apr 21* Apr 29
Jun 01 2021	May 01-31	May 10 May 25	Apr 16-30 May 01-15	May 05 May 20 May 26	May 05 May 20	May 06 May 21	Jun 04 Jun 21 Jul 27	May 06-13 May 21* May 27-28
Jul 01 2021	Jun 01-30	Jun 10 Jun 25	May 16-31 Jun 01-15	Jun 07 Jun 22 Jun 28	Jun 07 Jun 22	Jun 08 Jun 23	Jul 05 Jul 19 Aug 26	Jun 08-15 Jun 23* Jun 29

