

2020-21 HR/PAYROLL PROCESSING SCHEDULES FOR REGULAR AND YEAR-END PAYROLLS

HUMAN RESOURCES PAPERWORK SUBMISSION DATES (5 P.M.) FOR TIMECARD BASED ASSIGNMENTS	TIMECARD ENTRY OPENS AT 8:00 a.m. on:	TIMECARD ENTRY CLOSSES AT 5:00 p.m. on: (unless noted)
	Fiscal Year End 2020	
Wednesday, June 17, 2020	Wednesday, July 01, 2020	Monday, July 06, 2020
	Fiscal Year 2020	
Wednesday, June 24, 2020	Friday, July 10, 2020	Wednesday, July 15, 2020
Friday, July 31, 2020	Monday, August 10, 2020	Thursday, August 13, 2020
Tuesday, August 25, 2020	Thursday, September 10, 2020	Tuesday, September 15, 2020
Friday, October 02, 2020	Monday, October 12, 2020	Thursday, October 15, 2020
Thursday, October 29, 2020	Friday, November 06, 2020	Thursday, November 12, 2020
Tuesday, November 24, 2020	Friday, December 04, 2020	Wednesday, December 09, 2020
Friday, January 01, 2021	Monday, January 11, 2021	Thursday, January 14, 2021
Thursday, January 21, 2021	Monday, February 08, 2021	Wednesday, February 10, 2021
Tuesday, March 02, 2021	Wednesday, March 10, 2021	Monday, March 15, 2021
Friday, April 02, 2021	Monday, April 12, 2021	Thursday, April 15, 2021
Monday, May 03, 2021	Monday, May 10, 2021	Thursday, May 13, 2021
Tuesday, May 25, 2021	Thursday, June 10, 2021	Tuesday, June 15, 2021
Wednesday, June 16, 2021	Thursday, July 01, 2021	Tuesday, July 06, 2021
	Fiscal Year 2021	
Thursday, July 01, 2021	Monday, July 12, 2021	Thursday, July 01, 2021

Prior to Beginning of Semester - HR Submission Date

Short Entry Time Due to Holiday and County Schedule Cut-Off Date. This Limits the Payroll Entry Time. There will be NO EXCEPTIONS TO LATE TIMECARDS

Fiscal Year End Payroll Dates For 2020 and 2021

Submission of **complete** paperwork to the HR Office on or before the listed deadline guarantees processing for the current pay cycle. Late paperwork will be processed as time permits, but cannot be guaranteed for the pay cycle. **PLEASE NOTE: There is a separate calendar for Assignment Contract Deadlines.**