

DAS/SOS/Shared Services 2021 Payroll Schedule

PAYPERIOD #	PAY PERIOD		APPROVED TIME TO HR	PAY DAY	HOLIDAYS
	FIRST DAY	LAST DAY			
1	12/19/2020	1/1/2021	<i>Monday, January 4, 2021</i>	1/13/2021	Christmas - 12/25/2020 & New Years - 1/1/2021
2	1/2/2021	1/15/2021	<i>Tuesday, January 19, 2021</i>	1/27/2021	
3	1/16/2021	1/29/2021	<i>Monday, February 1, 2021</i>	2/10/2021	1/18/21- Martin Luther King Jr Day
4	1/30/2021	2/12/2021	<i>Tuesday, February 16, 2021</i>	2/24/2021	
5	2/13/2021	2/26/2021	<i>Monday, March 1, 2021</i>	3/10/2021	02/15/2021 – President's Day
6	2/27/2021	3/12/2021	<i>Monday, March 15, 2021</i>	3/24/2021	
7	3/13/2021	3/26/2021	<i>Monday, March 29, 2021</i>	4/7/2021	
8	3/27/2021	4/9/2021	<i>Monday, April 12, 2021</i>	4/21/2021	
9	4/10/2021	4/23/2021	<i>Monday, April 26, 2021</i>	5/5/2021	
10	4/24/2021	5/7/2021	<i>Monday, May 10, 2021</i>	5/19/2021	04/30/2021 – Arbor Day
11	5/8/2021	5/21/2021	<i>Tuesday, May 25, 2021</i>	6/2/2021	
12	5/22/2021	6/4/2021	<i>Monday, June 7, 2021</i>	6/16/2021	05/31/2021 - Memorial Day
13	6/5/2021	6/18/2021	<i>Monday, June 21, 2021</i>	6/30/2021	Deduction Free Pay Period
14	6/19/2021	7/2/2021	<i>Tuesday, July 6, 2021</i>	7/14/2021	
15	7/3/2021	7/16/2021	<i>Monday, July 19, 2021</i>	7/28/2021	07/5/2021 – Independence Day (Observed)
16	7/17/2021	7/30/2021	<i>Monday, August 2, 2021</i>	8/11/2021	
17	7/31/2021	8/13/2021	<i>Monday, August 16, 2021</i>	8/25/2021	
18	8/14/2021	8/27/2021	<i>Monday, August 30, 2021</i>	9/8/2021	
19	8/28/2021	9/10/2021	<i>Monday, September 13, 2021</i>	9/22/2021	09/6/2021 – Labor Day
20	9/11/2021	9/24/2021	<i>Monday, September 27, 2021</i>	10/6/2021	
21	9/25/2021	10/8/2021	<i>Tuesday, October 12, 2021</i>	10/20/2021	
22	10/9/2021	10/22/2021	<i>Monday, October 25, 2021</i>	11/3/2021	10/11/2021 - Columbus Day
23	10/23/2021	11/5/2021	<i>Monday, November 8, 2021</i>	11/17/2021	
24	11/6/2021	11/19/2021	<i>Monday, November 22, 2021</i>	12/1/2021	11/11/2021 – Veteran's Day
25	11/20/2021	12/3/2021	<i>Monday, December 6, 2021</i>	12/15/2021	11/25/2021 & 11/26/2021 – Thanksgiving Holiday
26	12/4/2021	12/17/2021	<i>Monday, December 20, 2021</i>	12/29/2021	Deduction Free Pay Period

1. Deadline for the Payroll and Financial Center time entry approval and submittal to HR is on Mondays @ 10:00 a.m.

2. Deadline for CLARITY time entry approval and submittal to HR is on Tuesdays @ 10:00 a.m.

3. Dates in "shaded box" - EARLY OR LATE PAYROLL SUBMITTAL dates due to Holiday or early processing deadlines. EnterpriseOne, Excel, and/or Kronos time entry approval and submittal to HR on days as noted above – Clarity time entry to HR the next working day @ 1:00 p.m.