

Monthly Pay Frequency - Associated Deadlines in 2021

Pay Period	Pay Dates	HR Workflow – Final Approval Deadline at 7:00 PM on	Employee Self- service Updates for Timesheets, Direct Deposit, and W-4 Tax Information Deadlines at 7:00 PM on	Timekeeper Entry and Self-service Approver Deadlines for MOR* and MPP* Paygroups at 10am on	Gross Pay Registers Available on
JANUARY	Friday 01-29-21	01-20-21	01-20-21	Thursday 01-21-21	01-22-21
FEBRUARY	Friday 02-26-21	02-17-21	02-17-21	Thursday 02-18-21	02-19-21
MARCH	Wednesday 03-31-21	03-24-21	03-24-21	Thursday 03-25-21	03-26-21
APRIL	Friday 04-30-21	04-26-21	04-26-21	Tuesday 04-27-21	04-28-21
MAY	Friday 05-28-21	05-24-21	05-24-21	Tuesday 05-25-21	05-26-21
JUNE	Wednesday 06-30-21	06-23-21	06-23-21	Thursday 06-24-21	06-25-21
JULY	Friday 07-30-21	07-21-21	07-21-21	Thursday 07-22-21	07-23-21
AUGUST	Tuesday 08-31-21	08-25-21	08-25-21	Thursday 08-26-21	08-27-21
SEPTEMBER	Thursday 09-30-21	09-26-21	09-26-21	Monday 09-27-21	09-28-21
OCTOBER	Friday 10-29-21	10-25-21	10-25-21	Tuesday 10-26-21	10-27-21
NOVEMBER	Tuesday 11-30-21	11-22-21	11-22-21	Tuesday 11-23-21	11-24-21
DECEMBER	Thursday 12-30-21	12-21-21 Early Deadline	12-21-21 Early Deadline	Wednesday 12-22-21 Early Deadline	12-23-21 Early Availability
Data entry/approval available again when Gross Pay Register available.					

Variations for **MOR** and **MPP** employees' normal work schedules are reported and processed in the month they occur. For example, leave usage that occurs in January is reported/approved by the M-DD-YY deadline above and processed with the January monthly payroll.