

2021 Full-time Pay Periods and Approval Deadlines		
Pay Period Start	Pay Period End	Timecard Approval Due by 12pm for Employees and 5pm for Supervisors
12/25/20	01/09/21	01/11/21
01/10/21	01/24/21	01/25/21
01/25/21	02/09/21	02/10/21
02/10/21	02/24/21	02/25/21
02/25/21	03/09/21	03/11/21
03/10/21	03/24/21	03/25/21
03/25/21	04/09/21	04/12/21
04/10/21	04/24/21	04/26/21
04/25/21	05/09/21	05/11/21
05/10/21	05/24/21	05/25/21
05/25/21	06/09/21	06/10/21
06/10/21	06/24/21	06/25/21
06/25/21	07/09/21	07/12/21
07/10/21	07/24/21	07/26/21
07/25/21	08/09/21	08/10/21
08/10/21	08/24/21	08/25/21
08/25/21	09/09/21	09/10/21
09/10/21	09/24/21	09/27/21
09/25/21	10/09/21	10/11/21
10/10/21	10/24/21	10/25/21
10/25/21	11/09/21	11/10/21
11/10/21	11/24/21	11/29/21
11/25/21	12/09/21	12/10/21
12/10/21	12/24/21	01/03/22

80 Hour Schedule Period for Exempt Employees (2 Week Work Period, Monday-Sunday)	
1/4/21-1/17/21	7/19/21-8/1/21
1/18/21-1/31/21	8/2/21-8/15/21
2/1/21-2/14/21	8/16/21-8/29/21
2/15/21-2/28/21	8/30/21-9/12/21
3/1/21-3/14/21	9/13/21-9/26/21
3/15/21-3/28/21	9/27/21-10/10/21
3/29/21-4/11/21	10/11/21-10/24/21
4/12/21-4/25/21	10/25/21-11/07/21
4/26/21-5/9/21	11/08/21-11/21/21
5/10/21-5/23/21	11/22/21-12/05/21
5/24/21-6/6/21	12/06/21-12/19/21
6/7/21-6/20/21	12/20/21-1/02/22
6/21/21-7/4/21	
7/5/21-7/18/21	

Semi-monthly pay periods end the 9th and 24th of each month.

MyTime timecards for semi-monthly employees (non-wage and non-student) must be completed and fully approved by no later than 5pm the day after the pay period's close. If the approval deadline falls on a weekend/holiday, approval is due next business day.