

### **JULY 2020 DEADLINES**

- 1 Direct Deposit for June Master Pay Day
- 2 Timekeepers: Key June Time and Labor (6/1 through 6/30) with Key Date of 6/30  
Absence Self Service Users: Key Absence for 6/1 through 6/30
- 3 Independence Day Holiday
- 7 Timekeepers: Approve Time and Labor and deliver timesheets to Payroll by 3:00pm  
Absence Self Service Approvers: Approve Absences online
- 15 Non Master Payday for June 2020 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 17 PTF's due to Human Resources
- 22 Docks must be reported to the Payroll Office
- 30 Master Payday for July (Staff, Managers, Faculty)

### **AUGUST 2020 DEADLINES**

- 7/31 Direct Deposit for July Master Pay Day
- 4 Timekeepers: Key July Time and Labor (7/1 through 7/30) with Key Date of 7/30  
Absence Self Service Users: Key Absence for 7/1 through 7/30
- 6 Timekeepers: Approve Time and Labor and deliver timesheets to Payroll by 3:00pm  
Absence Self Service Approvers: Approve Absences online
- 14 Non Master Payday for July 2020 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 18 PTF's due to Human Resources
- 21 Docks must be reported to the Payroll Office
- 31 Master Payday for August (Staff, Managers, Faculty)
- 9/1 Direct Deposit for August Master Payday

### **SEPTEMBER 2020 DEADLINES**

- 2 Timekeepers: Key August Time and Labor (7/31 through 8/31) with Key Date of 8/31  
Absence Self Service Users: Key Absence for 7/31 through 8/31
- 4 Timekeepers: Approve Time and Labor and deliver timesheets to Payroll by 3:00pm  
Absence Self Service Approvers: Approve Absences online
- 7 Labor Day Holiday
- 15 Non Master Payday for August 2020 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 17 PTF's due to Human Resources
- 22 Docks must be reported to the Payroll Office
- 30 Master Payday for September (Staff, Managers, Faculty)

### **OCTOBER 2020 DEADLINES**

- 1 Direct Deposit for September Master Payday
- 2 Timekeepers: Key September Time and Labor (9/1 through 9/30) with Key Date of 9/30  
Absence Self Service Users: Key Absence for 9/1 through 9/30
- 6 Timekeepers: Approve Time and Labor and deliver timesheets to Payroll by 3:00pm  
Absence Self Service Approvers: Approve Absences online
- 15 Non Master Payday for September 2020 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 19 PTF's due to Human Resources
- 22 Docks must be reported to the Payroll Office
- 30 Master Payday for October (Staff, Managers, Faculty)
- 11/2 Direct Deposit for October Master Payday

### **NOVEMBER 2020 DEADLINES**

- 3 Timekeepers: Key October Time and Labor (10/1 through 10/31) with Key Date of 10/31  
Absence Self Service Users: Key Absence for 10/1 through 10/31
- 5 Timekeepers: Approve Time and Labor and deliver timesheets to Payroll by 3:00pm  
Absence Self Service Approvers: Approve Absences online
- 11 Veterans Day Holiday
- 13 Non Master Payday for October 2020 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 14 PTF's due to Human Resources
- 18 Docks must be reported to the Payroll Office
- 26 Thanksgiving Holiday
- 12/1 Master Payday for November (Staff, Managers, Faculty)
- 12/2 Direct Deposit for November Master Payday

### **DECEMBER 2020 DEADLINES**

- 2 Timekeepers: Key November Time and Labor (11/01 through 12/01) with Key Date of 12/01  
Absence Self Service Users: Key Absence for 11/01 through 12/01
- 4 Timekeepers: Approve Time and Labor and deliver timesheets to Payroll by 3:00pm  
Absence Self Service Approvers: Approve Absences online
- 15 Non Master Payday for November 2020 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 16 PTF's due to Human Resources
- 21 Docks must be reported to the Payroll Office
- 25-31 Winter Holiday Break
- 31 Master Payday for December (Staff, Managers, Faculty)

# Payroll Office Calendar – 2021

## JANUARY 2021 DEADLINES

- 1 New Year's Holiday (observed)
- 4 Direct Deposit for December Master Pay Day
- 5 Timekeepers: Key December Time and Labor (12/02 through 12/31) with Key Date of 12/31  
Absence Self Service Users: Key Absence for 12/02 through 12/31
- 7 Timekeepers: Approve Time and Labor and deliver timesheets to Payroll by 3:00pm  
Absence Self Service Approvers: Approve Absences online
- 15 Non Master Payday for December 2020 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 15 PTF's due to Human Resources
- 18 Martin Luther King Jr. Day Holiday
- 21 Docks must be reported to the Payroll Office
- 29 Master Payday January (Staff, Managers, Faculty)
- 2/1 Direct Deposit for January Master Payday

## FEBRUARY 2021 DEADLINES

- 2 Timekeepers: Key January Time and Labor (1/1 through 1/31) with Key Date of 1/31  
Absence Self Service Users: Key Absence for 1/1 through 1/31
- 4 Timekeepers: Approve Time and Labor and deliver timesheets to Payroll by 3:00pm  
Absence Self Service Approvers: Approve Absences online
- 12 Non Master Payday for January 2021 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 15 PTF's due to Human Resources [
- 18 Docks must be reported to the Payroll Office
- 3/1 Master Payday February (Staff, Managers, Faculty)

## MARCH 2021 DEADLINES

- 2 Direct Deposit for February Master Payday
- 3 Timekeepers: Key February Time and Labor (2/01 through 3/01) with Key Date of 3/01  
Absence Self Service Users: Key Absence for 2/01 through 3/01
- 5 Timekeepers: Approve Time and Labor and deliver timesheets to Payroll by 3:00pm  
Absence Self Service Approvers: Approve Absences online
- 15 Non Master Payday for February 2021 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 17 PTF's due to Human Resources
- 22 Docks must be reported to the Payroll Office
- 30 Master Payday March (Staff, Managers, Faculty)
- 31 Cesar Chavez Holiday

#### **APRIL 2021 DEADLINES**

- 1 Direct Deposit for March Master Pay Day
- 2 Timekeepers: Key March Time and Labor (3/2 through 3/31) with Key Date of 3/31  
Absence Self Service Users: Key Absence for 3/2 through 3/31  
Timekeepers: Approve Time and Labor and deliver timesheets to Payroll by 3:00pm
- 6 Absence Self Service Approvers: Approve Absences online
  
- 15 Non Master Payday for March 2021 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 19 PTF's due to Human Resources
- 22 Docks must be reported to the Payroll Office
- 30 Master Payday for April (Staff, Managers, Faculty)

#### **MAY 2021 DEADLINES**

- 3 Direct Deposit for April Master Pay Day
- 4 Timekeepers: Key April Time and Labor (4/1 through 4/30) with Key Date of 4/30  
Absence Self Service Users: Key Absence for 4/1 through 4/30
- 6 Timekeepers: Approve Time and Labor and deliver timesheets to Payroll by 3:00pm  
Absence Self Service Approvers: Approve Absences online
- 14 Non Master Payday for April 2021 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 17 PTF's due to Human Resources
- 20 Docks must be reported to the Payroll Office
- 28 Master Payday for May (Staff, Managers, Faculty)
- 31 Memorial Day Holiday

#### **JUNE 2021 DEADLINES**

- 1 Direct Deposit for May Master Pay Day
- 2 Timekeepers: Key May Time and Labor (5/1 through 5/31) with Key Date of 5/31
- 4 Absence Self Service Users: Key Absence for 5/1 through 5/31  
Timekeepers: Approve Time and Labor and deliver timesheets to Payroll by 3:00pm  
Absence Self Service Approvers: Approve Absences online
- 15 Non Master Payday for May 2021 (Student Pay, Hourly Intermittent Pay, Overtime, Shift, Stipends)
- 16 PTF's due to Human Resources
- 21 Docks must be reported to the Payroll Office
- 30 Master Payday for June (Staff, Managers, Faculty)