

# July 2020 (FY21)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1 (Day 11)</b>  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON  <i>SRA &amp; Other Deduction Documentation due to CPB</i>	<b>2 (Day 12)</b>	<b>3 (Day 13)</b>  <i>Independence Day Holiday</i>	<b>4 (Day 14)</b>  PP01 Ends
<b>5 (Day 1)</b>  PP02 Starts	<b>6 (Day 2)</b>  Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	<b>7 (Day 3)</b>  <i>NRA Paperwork due to Payroll</i>	<b>8 (Day 4)</b>  Begin viewing Pay Calculation screen for current pay period	<b>9 (Day 5)</b>	<b>10 (Day 6)</b>  \$Paycheck issued for PP01	<b>11 (Day 7)</b>  Time sheet cut off for all employees for PP01
<b>12 (Day 8)</b>	<b>13 (Day 9)</b>	<b>14 (Day 10)</b>  Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period  <i>SRA &amp; Other Deduction Documentation due to Payroll</i>	<b>15 (Day 11)</b>  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	<b>16 (Day 12)</b>  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON  <i>SRA &amp; Other Deduction Documentation due to CPB</i>	<b>17 (Day 13)</b>	<b>18 (Day 14)</b>  PP02 Ends
<b>19 (Day 1)</b>  PP03 Starts	<b>20 (Day 2)</b>  Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	<b>21 (Day 3)</b>  <i>NRA Paperwork due to Payroll</i>	<b>22 (Day 4)</b>  Begin viewing Pay Calculation screen for current pay period	<b>23 (Day 5)</b>	<b>24 (Day 6)</b>  \$Paycheck issued for PP02	<b>25 (Day 7)</b>  Time sheet cut off for all employees for PP02
<b>26 (Day 8)</b>	<b>27 (Day 9)</b>	<b>28 (Day 10)</b>  Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period  <i>SRA &amp; Other Deduction Documentation due to Payroll</i>	<b>29 (Day 11)</b>  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	<b>30 (Day 12)</b>  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON  <i>SRA &amp; Other Deduction Documentation due to CPB</i>	<b>31 (Day 13)</b>	

July 2020 (FY21)

Beginning July 1, 2020 - Use NON Leap Year Factor: 26.071428

# August 2020 (FY21)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1 (Day 14)</b>  PP03 Ends
<b>2 (Day 1)</b>  PP04 Starts	<b>3 (Day 2)</b>  Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	<b>4 (Day 3)</b>  <i>NRA Paperwork due to Payroll</i>	<b>5 (Day 4)</b>  Begin viewing Pay Calculation screen for current pay period	<b>6 (Day 5)</b>	<b>7 (Day 6)</b>  \$Paycheck issued for PP03	<b>8 (Day 7)</b>  Time sheet cut off for all employees for PP03
<b>9 (Day 8)</b>	<b>10 (Day 9)</b>	<b>11 (Day 10)</b>  Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period  <i>SRA &amp; Other Deduction Documentation due to Payroll</i>	<b>12 (Day 11)</b>  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	<b>13 (Day 12)</b>  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON  <i>SRA &amp; Other Deduction Documentation due to CPB</i>	<b>14 (Day 13)</b>	<b>15 (Day 14)</b>  PP04 Ends
<b>16 (Day 1)</b>  PP05 Starts	<b>17 (Day 2)</b>  Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	<b>18 (Day 3)</b>  <i>NRA Paperwork due to Payroll</i>	<b>19 (Day 4)</b>  Begin viewing Pay Calculation screen for current pay period	<b>20 (Day 5)</b>	<b>21 (Day 6)</b>  \$Paycheck issued for PP04	<b>22 (Day 7)</b>  Time sheet cut off for all employees for PP04
<b>23 (Day 8)</b>	<b>24 (Day 9)</b>	<b>25 (Day 10)</b>  Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period  <i>SRA &amp; Other Deduction Documentation due to Payroll</i>	<b>26 (Day 11)</b>  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	<b>27 (Day 12)</b>  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON  <i>SRA &amp; Other Deduction Documentation due to CPB</i>	<b>28 (Day 13)</b>	<b>29 (Day 14)</b>  PP05 Ends
<b>30 (Day 1)</b>  PP06 Starts	<b>31 (Day 2)</b>  Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period					

## August 2020 (FY21)

Use NON Leap Year Factor: 26.071428

# September 2020 (FY21)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b> (Day 3)  <i>NRA Paperwork due to Payroll</i>	<b>2</b> (Day 4)  Begin viewing Pay Calculation screen for current pay period	<b>3</b> (Day 5)	<b>4</b> (Day 6)  \$ Paycheck issued for PP05	<b>5</b> (Day 7)  Time sheet cut off for all employees for PP05
<b>6</b> (Day 8)	<b>7</b> (Day 9)  <b>Labor Day Holiday</b>	<b>8</b> (Day 10)  Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period  <i>SRA &amp; Other Deduction Documentation due to Payroll</i>	<b>9</b> (Day 11)  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	<b>10</b> (Day 12)  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON  <i>SRA &amp; Other Deduction Documentation due to CPB</i>	<b>11</b> (Day 13)	<b>12</b> (Day 14)  PP06 Ends
<b>13</b> (Day 1)  PP07 Starts	<b>14</b> (Day 2)  Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	<b>15</b> (Day 3)  <i>NRA Paperwork due to Payroll</i>	<b>16</b> (Day 4)  Begin viewing Pay Calculation screen for current pay period	<b>17</b> (Day 5)	<b>18</b> (Day 6)  \$ Paycheck issued for PP06	<b>19</b> (Day 7)  Time sheet cut off for all employees for PP06
<b>20</b> (Day 8)	<b>21</b> (Day 9)	<b>22</b> (Day 10)  Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period  <i>SRA &amp; Other Deduction Documentation due to Payroll</i>	<b>23</b> (Day 11)  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	<b>24</b> (Day 12)  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON  <i>SRA &amp; Other Deduction Documentation due to CPB</i>	<b>25</b> (Day 13)	<b>26</b> (Day 14)  PP07 Ends
<b>27</b> (Day 1)  PP08 Starts	<b>28</b> (Day 2)  Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	<b>29</b> (Day 3)  <i>NRA Paperwork due to Payroll</i>	<b>30</b> (Day 4)  Begin viewing Pay Calculation screen for current pay period			

## September 2020 (FY21)

Use NON Leap Year Factor: 26.071428

# October 2020 (FY21)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				<b>1</b> (Day 5)	<b>2</b> (Day 6)  \$ Paycheck issued for PP07	<b>3</b> (Day 7)
<b>4</b> (Day 8)	<b>5</b> (Day 9)  Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period  <i>SRA &amp; Other Deduction Documentation due to Payroll</i>	<b>6</b> (Day 10)  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	<b>7</b> (Day 11)  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON  <i>SRA &amp; Other Deduction Documentation due to CPB</i>	<b>8</b> (Day 12)	<b>9</b> (Day 13)	<b>10</b> (Day 14)  PP08 Ends
<b>11</b> (Day 1)  PP09 Starts	<b>12</b> (Day 2)  <b>Columbus Day Holiday Earned</b> <i>(observed 12/29/20)</i>  Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	<b>13</b> (Day 3)  <i>NRA Paperwork due to Payroll</i>	<b>14</b> (Day 4)  Begin viewing Pay Calculation screen for current pay period	<b>15</b> (Day 5)	<b>16</b> (Day 6)  \$ Paycheck issued for PP08	<b>17</b> (Day 7)  Time sheet cut off for all employees for PP08
<b>18</b> (Day 8)	<b>19</b> (Day 9)	<b>20</b> (Day 10)  Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period  <i>SRA &amp; Other Deduction Documentation due to Payroll</i>	<b>21</b> (Day 11)  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	<b>22</b> (Day 12)  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON  <i>SRA &amp; Other Deduction Documentation due to CPB</i>	<b>23</b> (Day 13)	<b>24</b> (Day 14)  PP09 Ends
<b>25</b> (Day 1)  PP10 Starts	<b>26</b> (Day 2)  Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	<b>27</b> (Day 3)  <i>NRA Paperwork due to Payroll</i>	<b>28</b> (Day 4)  Begin viewing Pay Calculation screen for current pay period	<b>29</b> (Day 5)	<b>30</b> (Day 6)  \$ Paycheck issued for PP09	<b>31</b> (Day 7)  Time sheet cut off for all employees for PP09

## October 2020 (FY21)

**Use NON Leap Year Factor: 26.071428**

# November 2020 (FY21)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b> (Day 8)	<b>2</b> (Day 9)	<b>3</b> (Day 10) <b>Election Day Holiday Earned</b> <i>(observed 03/17/21)</i>  Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period  <b>SRA &amp; Other Deduction Documentation due to Payroll</b>	<b>4</b> (Day 11)  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	<b>5</b> (Day 12)  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON  <b>SRA &amp; Other Deduction Documentation due to CPB</b>	<b>6</b> (Day 13)	<b>7</b> (Day 14)  PP10 Ends
<b>8</b> (Day 1)  PP11 Starts	<b>9</b> (Day 2)  Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	<b>10</b> (Day 3)  <i>NRA Paperwork due to Payroll</i>	<b>11</b> (Day 4)  <b>Veteran's Day Holiday Earned</b> <i>(observed 12/30/20)</i>  Begin viewing Pay Calculation screen for current pay period	<b>12</b> (Day 5)	<b>13</b> (Day 6)  <b>\$Paycheck issued for PP10</b>  <b>NRA 2020 renewal documentation due to Payroll</b>	<b>14</b> (Day 7)  Time sheet cut off for all employees for PP10
<b>15</b> (Day 8)	<b>16</b> (Day 9)  Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period  <b>SRA &amp; Other Deduction Documentation due to Payroll</b>	<b>17</b> (Day 10)  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight  <b>SRA &amp; Other Deduction Documentation due to CPB</b>	<b>18</b> (Day 11)  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON	<b>19</b> (Day 12)	<b>20</b> (Day 13)	<b>21</b> (Day 14)  PP11 Ends
<b>22</b> (Day 1)  PP12 Starts	<b>23</b> (Day 2)  Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	<b>24</b> (Day 3)  <i>NRA Paperwork due to Payroll</i>	<b>25</b> (Day 4)  Begin viewing Pay Calculation screen for current pay period  <b>\$Paycheck issued for PP11</b>	<b>26</b> (Day 5)  <b>Thanksgiving Day Holiday</b>	<b>27</b> (Day 6)  <b>Thanksgiving Break Holiday</b>	<b>28</b> (Day 7)  Time sheet cut off for all employees for PP11
<b>29</b> (Day 8)	<b>30</b> (Day 9)					

November 2020 (FY21)

Use NON Leap Year Factor: 26.071428

# December 2020 (FY21)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1 (Day 10)</b> Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period  <i>SRA &amp; Other Deduction Documentation due to Payroll</i>	<b>2 (Day 11)</b> Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	<b>3 (Day 12)</b> Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON  <i>SRA &amp; Other Deduction Documentation due to CPB</i>	<b>4 (Day 13)</b>	<b>5 (Day 14)</b> PP12 Ends
		<b>6 (Day 1)</b> PP13 Starts	<b>7 (Day 2)</b> Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	<b>8 (Day 3)</b> <i>NRA Paperwork due to Payroll</i>	<b>9 (Day 4)</b> Begin viewing Pay Calculation screen for current pay period	<b>10 (Day 5)</b>
<b>13 (Day 8)</b>	<b>14 (Day 9)</b> Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period  <i>SRA &amp; Other Deduction Documentation due to Payroll</i>	<b>15 (Day 10)</b> Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	<b>16 (Day 11)</b> Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON  <i>SRA &amp; Other Deduction Documentation due to CPB</i>	<b>17 (Day 12)</b>	<b>18 (Day 13)</b>	<b>19 (Day 14)</b> PP13 Ends
<b>20 (Day 1)</b> PP14 Starts	<b>21 (Day 2)</b> Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	<b>22 (Day 3)</b> <i>SRA &amp; Other Deduction Documentation due to Payroll</i>	<b>23 (Day 4)</b> Begin viewing Pay Calculation screen for current pay period	<b>24 (Day 5)</b> \$Paycheck issued for PP13	<b>25 (Day 6)</b> Christmas Holiday	<b>26 (Day 7)</b> Time sheet cut off for all employees for PP13
<b>27 (Day 8)</b>	<b>28 (Day 9)</b> President's Day Holiday Observed (earned 02/18/19)  Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period	<b>29 (Day 10)</b> Columbus Day Holiday Observed (earned 02/18/19)  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	<b>30 (Day 11)</b> Veteran's Day Holiday Observed (earned 02/18/19)  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON	<b>31 (Day 12)</b> University Holiday		

## December 2020 (FY21)

Use NON Leap Year Factor: 26.071428

# January 2021 (FY21)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>1</b> (Day 13) <i>New Year's Day Holiday</i>	<b>2</b> (Day 14)  PP14 Ends
					<b>3</b> (Day 1)  PP15 Starts	<b>4</b> (Day 2)  Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period
<b>10</b> (Day 8)	<b>11</b> (Day 9)  Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period  <i>SRA &amp; Other Deduction Documentation due to Payroll</i>	<b>12</b> (Day 10)  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	<b>13</b> (Day 11)  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON  <i>SRA &amp; Other Deduction Documentation due to CPB</i>	<b>14</b> (Day 12)	<b>15</b> (Day 13)	<b>16</b> (Day 14)  PP15 Ends
<b>17</b> (Day 1)  PP16 Starts	<b>18</b> (Day 2)  <i>Martin Luther King Day Holiday</i>  Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	<b>19</b> (Day 3)  <i>NRA Paperwork due to Payroll</i>	<b>20</b> (Day 4)  Begin viewing Pay Calculation screen for current pay period	<b>21</b> (Day 5)	<b>22</b> (Day 6)  \$Paycheck issued for PP15	<b>23</b> (Day 7)  Time sheet cut off for all employees for PP15
<b>24</b> (Day 8)	<b>25</b> (Day 9)	<b>26</b> (Day 10)  Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period  <i>SRA &amp; Other Deduction Documentation due to Payroll</i>	<b>27</b> (Day 11)  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	<b>28</b> (Day 12)  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON  <i>SRA &amp; Other Deduction Documentation due to CPB</i>	<b>29</b> (Day 13)	<b>30</b> (Day 14)
<b>31</b> (Day 1)  PP17 Starts						

January 2021 (FY21)

Use NON Leap Year Factor: 26.071428

# February 2021 (FY21)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1 (Day 2)</b>  Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	<b>2 (Day 3)</b>  <i>NRA Paperwork due to Payroll</i>	<b>3 (Day 4)</b>  Begin viewing Pay Calculation screen for current pay period	<b>4 (Day 5)</b>	<b>5 (Day 6)</b>  \$ Paycheck issued for PP16	<b>6 (Day 7)</b>  Time sheet cut off for all employees for PP16
<b>7 (Day 8)</b>	<b>8 (Day 9)</b>  Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period  <i>SRA &amp; Other Deduction Documentation due to Payroll</i>	<b>9 (Day 10)</b>  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	<b>10 (Day 11)</b>  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON  <i>SRA &amp; Other Deduction Documentation due to CPB</i>	<b>11 (Day 12)</b>	<b>12 (Day 13)</b>	<b>13 (Day 14)</b>  PP17 Ends
<b>14 (Day 1)</b>  PP18 Starts	<b>15 (Day 2)</b>  <b>President's Day Holiday Earned</b> <i>(observed 12/28/20)</i>  Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	<b>16 (Day 3)</b>  <i>NRA Paperwork due to Payroll</i>	<b>17 (Day 4)</b>  Begin viewing Pay Calculation screen for current pay period	<b>18 (Day 5)</b>	<b>19 (Day 6)</b>  \$ Paycheck issued for PP17	<b>20 (Day 7)</b>  Time sheet cut off for all employees for PP17
<b>21 (Day 8)</b>	<b>22 (Day 9)</b>	<b>23 (Day 10)</b>  Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period  <i>SRA &amp; Other Deduction Documentation due to Payroll</i>	<b>24 (Day 11)</b>  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	<b>25 (Day 12)</b>  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON  <i>SRA &amp; Other Deduction Documentation due to CPB</i>	<b>26 (Day 13)</b>	<b>27 (Day 14)</b>  PP18 Ends
<b>28 (Day 1)</b>  PP19 Starts						

## February 2021 (FY21)

Use NON Leap Year Factor: 26.071428



# March 2021 (FY21)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1 (Day 2)</b> Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	<b>2 (Day 3)</b> <i>NRA Paperwork due to Payroll</i>	<b>3 (Day 4)</b> Begin viewing Pay Calculation screen for current pay period	<b>4 (Day 5)</b>	<b>5 (Day 6)</b> \$ Paycheck issued for PP18	<b>6 (Day 7)</b> Time sheet cut off for all employees for PP18
<b>7 (Day 8)</b>	<b>8 (Day 9)</b>	<b>9 (Day 10)</b> Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA &amp; Other Deduction Documentation due to Payroll</i>	<b>10 (Day 11)</b> Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	<b>11 (Day 12)</b> Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA &amp; Other Deduction Documentation due to CPB</i>	<b>12 (Day 13)</b> <i>NRA Paperwork for PP20 due to Payroll</i>	<b>13 (Day 14)</b> PP19 Ends
<b>14 (Day 1)</b> PP20 Starts	<b>15 (Day 2)</b> <b>Spring Break</b> Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	<b>16 (Day 3)</b> <b>Spring Break</b>	<b>17 (Day 4)</b> <b>Election Day</b> (Earned 11/03/20) Begin viewing Pay Calculation screen for current pay period	<b>18 (Day 5)</b>	<b>19 (Day 6)</b> \$ Paycheck issued for PP19	<b>20 (Day 7)</b> Time sheet cut off for all employees for PP19
<b>21 (Day 8)</b>	<b>22 (Day 9)</b>	<b>23 (Day 10)</b> Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period <i>SRA &amp; Other Deduction Documentation due to Payroll</i>	<b>24 (Day 11)</b> Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	<b>25 (Day 12)</b> Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON <i>SRA &amp; Other Deduction Documentation due to CPB</i>	<b>26 (Day 13)</b>	<b>27 (Day 14)</b> PP20 Ends
<b>28 (Day 1)</b> PP21 Starts	<b>29 (Day 2)</b> Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	<b>30 (Day 3)</b> <i>NRA Paperwork due to Payroll</i>	<b>31 (Day 4)</b> Begin viewing Pay Calculation screen for current pay period			

March 2021 (FY21)

Use NON Leap Year Factor: 26.071428

# April 2021 (FY21)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				<b>1</b> (Day 5)	<b>2</b> (Day 6)  \$ Paycheck issued for PP20	<b>3</b> (Day 7)  Time sheet cut off for all employees for PP20
<b>4</b> (Day 8)	<b>5</b> (Day 9)	<b>6</b> (Day 10)  Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period  <i>SRA &amp; Other Deduction Documentation due to Payroll</i>	<b>7</b> (Day 11)  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	<b>8</b> (Day 12)  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON  <i>SRA &amp; Other Deduction Documentation due to CPB</i>	<b>9</b> (Day 13)	<b>10</b> (Day 14)  PP21 Ends
<b>11</b> (Day 1)  PP22 Starts	<b>12</b> (Day 2)  Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	<b>13</b> (Day 3)  <i>NRA Paperwork due to Payroll</i>	<b>14</b> (Day 4)  Begin viewing Pay Calculation screen for current pay period	<b>15</b> (Day 5)	<b>16</b> (Day 6)  \$ Paycheck issued for PP21	<b>17</b> (Day 7)  Time sheet cut off for all employees for PP21
<b>18</b> (Day 8)	<b>19</b> (Day 9)	<b>20</b> (Day 10)  Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period  <i>SRA &amp; Other Deduction Documentation due to Payroll</i>	<b>21</b> (Day 11)  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	<b>22</b> (Day 12)  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON  <i>SRA &amp; Other Deduction Documentation due to CPB</i>	<b>23</b> (Day 13)	<b>24</b> (Day 14)  PP22 Ends
<b>25</b> (Day 1)  PP23 Starts	<b>26</b> (Day 2)  Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	<b>27</b> (Day 3)  <i>NRA Paperwork due to Payroll</i>	<b>28</b> (Day 4)  Begin viewing Pay Calculation screen for current pay period	<b>29</b> (Day 5)	<b>30</b> (Day 6)  \$ Paycheck issued for PP22	

April 2021 (FY21)

Use NON Leap Year Factor: 26.071428

# May 2021 (FY21)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1 (Day 7)</b>  Time sheet cut off for all employees for PP22
<b>2 (Day 8)</b>	<b>3 (Day 9)</b>	<b>4 (Day 10)</b>  Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period  <i>SRA &amp; Other Deduction Documentation due to Payroll</i>	<b>5 (Day 11)</b>  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	<b>6 (Day 12)</b>  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON  <i>SRA &amp; Other Deduction Documentation due to CPB</i>	<b>7 (Day 13)</b>	<b>8 (Day 14)</b>  PP23 Ends
<b>9 (Day 1)</b>  PP24 Starts	<b>10 (Day 2)</b>  Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	<b>11 (Day 3)</b>  <i>NRA Paperwork due to Payroll</i>	<b>12 (Day 4)</b>  Begin viewing Pay Calculation screen for current pay period	<b>13 (Day 5)</b>	<b>14 (Day 6)</b>  \$Paycheck issued for PP23	<b>15 (Day 7)</b>  Time sheet cut off for all employees for PP23
<b>16 (Day 8)</b>	<b>17 (Day 9)</b>	<b>18 (Day 10)</b>  Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period  <i>SRA &amp; Other Deduction Documentation due to Payroll</i>	<b>19 (Day 11)</b>  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	<b>20 (Day 12)</b>  Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON  <i>SRA &amp; Other Deduction Documentation due to CPB</i>	<b>21 (Day 13)</b>	<b>22 (Day 14)</b>  PP24 Ends
<b>23 (Day 1)</b>  PP25 Starts	<b>24 (Day 2)</b>  <b>Memorial Day Holiday</b>  Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	<b>25 (Day 3)</b>  <i>NRA Paperwork due to Payroll</i>	<b>26 (Day 4)</b>  Begin viewing Pay Calculation screen for current pay period	<b>27 (Day 5)</b>	<b>28 (Day 6)</b>  \$Paycheck issued for PP24	<b>29 (Day 7)</b>  Time sheet cut off for all employees for PP24
<b>30 (Day 8)</b>	<b>31 (Day 9)</b>					

May 2021 (FY21)

Use NON Leap Year Factor: 26.071428

# June 2021 (FY21)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1 (Day 10)</b> Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period  <i>SRA &amp; Other Deduction Documentation due to Payroll</i>	<b>2 (Day 11)</b> Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	<b>3 (Day 12)</b> Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON  <i>SRA &amp; Other Deduction Documentation due to CPB</i>	<b>4 (Day 13)</b>	<b>5 (Day 14)</b>  PP25 Ends
<b>6 (Day 1)</b>  PP26 Starts	<b>7 (Day 2)</b> Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	<b>8 (Day 3)</b>  <i>NRA Paperwork due to Payroll</i>	<b>9 (Day 4)</b> Begin viewing Pay Calculation screen for current pay period	<b>10 (Day 5)</b>	<b>11 (Day 6)</b> \$Paycheck issued for PP25	<b>12 (Day 7)</b>  Time sheet cut off for all employees for PP25
<b>13 (Day 8)</b>	<b>14 (Day 9)</b>	<b>15 (Day 10)</b> Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period  <i>SRA &amp; Other Deduction Documentation due to Payroll</i>	<b>16 (Day 11)</b> Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	<b>17 (Day 12)</b> Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON  <i>SRA &amp; Other Deduction Documentation due to CPB</i>	<b>18 (Day 13)</b>	<b>19 (Day 14)</b>  PP26 Ends
<b>20 (Day 1)</b>  PP01 Starts	<b>21 (Day 2)</b> Begin creating, changing, and/or approving PHR appointments, Pay Adjustments & Time Entry adjustments for current pay period	<b>22 (Day 3)</b>  <i>NRA Paperwork due to Payroll</i>	<b>23 (Day 4)</b> Begin viewing Pay Calculation screen for current pay period	<b>24 (Day 5)</b>	<b>25 (Day 6)</b> \$Paycheck issued for PP26	<b>26 (Day 7)</b>  Time sheet cut off for all employees for PP26
<b>27 (Day 8)</b>	<b>28 (Day 9)</b> Last day to create, change, or approve PHR Appointments, Pay Adjustments & Time Entry for current pay period  <i>SRA &amp; Other Deduction Documentation due to Payroll</i>	<b>29 (Day 10)</b> Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight	<b>30 (Day 11)</b> Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & NOON  <i>SRA &amp; Other Deduction Documentation due to CPB</i>			

## June 2021 (FY21)

Use NON Leap Year Factor: 26.071428