

January 2021

Monday	Tuesday	Wednesday	Thursday	Friday
				1 New Year's Day HOLIDAY
4 Winter Break HOLIDAY	5 Winter Break HOLIDAY	6 9:00 am Action Sheets Due in Human Resources Pay Period (12/27/20 to 1/9/21)	7	8 Employees Submit Time Sheets & Leave Reports
11 10:00 am Approve Time Sheets & Leave Reports	12	13	14	15 ** PAY DAY **
18 Martin Luther King, Jr. Day HOLIDAY	19 9:00 am Action Sheets Due in Human Resources Pay Period (1/10/21 to 1/23/21)	20	21	22 Employees Submit Time Sheets & Leave Reports
25 10:00 am Approve Time Sheets & Leave Reports	26	27	28	29 ** PAY DAY **

February 2021

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 9:00 am Action Sheets Due in Human Resources Pay Period (1/24/21 to 2/6/21)	3	4	5 Employees Submit Time Sheets & Leave Reports
8 10:00 am Approve Time Sheets & Leave Reports	9	10	11	12 ** PAY DAY **
15	16 9:00 am Action Sheets Due in Human Resources Pay Period (2/7/21 to 2/20/21)	17	18	19 Employees Submit Time Sheets & Leave Reports
22 10:00 am Approve Time Sheets & Leave Reports	23	24	25	26 ** PAY DAY **

March 2021

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 9:00 am Action Sheets Due in Human Resources Pay Period (2/21/21 to 3/6/21)	3	4	5 Employees Submit Time Sheets & Leave Reports
8 10:00 am Approve Time Sheets & Leave Reports	9	10	11	12 ** PAY DAY **
15	16 9:00 am Action Sheets Due in Human Resources Pay Period (3/7/21 to 3/20/21)	17	18	19 Employees Submit Time Sheets & Leave Reports
22 10:00 am Approve Time Sheets & Leave Reports	23	24	25	26 ** PAY DAY **
29	30 9:00 am Action Sheets Due in Human Resources Pay Period (3/21/21 to 4/3/21)	31		

April 2021

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2 Employees Submit Time Sheets & Leave Reports
5 10:00 am Approve Time Sheets & Leave Reports	6	7	8	9 ** PAY DAY **
12	13 9:00 am Action Sheets Due in Human Resources Pay Period (4/4/21 to 4/17/21)	14	15	16 Employees Submit Time Sheets & Leave Reports
19 10:00 am Approve Time Sheets & Leave Reports	20	21	22	23 ** PAY DAY **
26	27 9:00 am Action Sheets Due in Human Resources Pay Period (4/18/21 to 5/1/21)	28	29	30 Employees Submit Time Sheets & Leave Reports

May 2021

Monday	Tuesday	Wednesday	Thursday	Friday
3 10:00 am Approve Time Sheets & Leave Reports	4	5	6	7 ** PAY DAY **
10	11 9:00 am Action Sheets Due in Human Resources Pay Period (5/2/21 to 5/15/21)	12	13	14 Employees Submit Time Sheets & Leave Reports
17 10:00 am Approve Time Sheets & Leave Reports	18	19	20	21 ** PAY DAY **
24 9:00 am Action Sheets Due in Human Resources Pay Period (5/16/21 to 5/29/21)	25	26	27 Employees Submit Time Sheets & Leave Reports	28 10:00 am Approve Time Sheets & Leave Reports (EARLY PROCESSING)
31 Memorial Day HOLIDAY				

June 2021

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4 ** PAY DAY **
7	8 9:00 am Action Sheets Due in Human Resources Pay Period (5/30/21 to 6/12/21)	9	10	11 Employees Submit Time Sheets & Leave Reports
14 10:00 am Approve Time Sheets & Leave Reports	15	16	17	18 ** PAY DAY **
21	22 9:00 am Action Sheets Due in Human Resources Pay Period (6/13/21 to 6/26/21)	23	24	25 Employees Submit Time Sheets & Leave Reports
28 10:00 am Approve Time Sheets & Leave Reports	29	30		

July 2021

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2 ** PAY DAY **
5 Independence Day (Observed) HOLIDAY	6 9:00 am Action Sheets Due in Human Resources Pay Period (6/27/21 to 7/10/21)	7	8	9 Employees Submit Time Sheets & Leave Reports
12 10:00 am Approve Time Sheets & Leave Reports	13	14	15	16 ** PAY DAY **
19	20 9:00 am Action Sheets Due in Human Resources Pay Period (7/11/21 to 7/24/21)	21	22	23 Employees Submit Time Sheets & Leave Reports
26 10:00 am Approve Time Sheets & Leave Reports	27	28	29	30 ** PAY DAY ** (No Insurance Deductions)

August 2021

Monday		Tuesday		Wednesday		Thursday		Friday	
2		3	9:00 am Action Sheets Due in Human Resources Pay Period (7/25/21 to 8/7/21)	4		5		6	Employees Submit Time Sheets & Leave Reports
9	10:00 am Approve Time Sheets & Leave Reports	10		11		12		13	** PAY DAY **
16		17	9:00 am Action Sheets Due in Human Resources Pay Period (8/8/21 to 8/21/21)	18		19		20	Employees Submit Time Sheets & Leave Reports
23	10:00 am Approve Time Sheets & Leave Reports	24		25		26		27	** PAY DAY **
30	9:00 am Action Sheets Due in Human Resources Pay Period (8/22/21 to 9/4/21)	31							

September 2021

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 Employees Submit Time Sheets & Leave Reports	3 10:00 am Approve Time Sheets & Leave Reports (EARLY PROCESSING)
6 Labor Day HOLIDAY	7	8	9	10 ** PAY DAY **
13	14 9:00 am Action Sheets Due in Human Resources Pay Period (9/5/21 to 9/18/21)	15	16	17 Employees Submit Time Sheets & Leave Reports
20 10:00 am Approve Time Sheets & Leave Reports	21	22	23	24 ** PAY DAY **
27	28 9:00 am Action Sheets Due in Human Resources Pay Period (9/19/21 to 10/2/21)	29	30	

October 2021

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Employees Submit Time Sheets & Leave Reports
4 10:00 am Approve Time Sheets & Leave Reports	5	6	7	8 ** PAY DAY **
11	12 9:00 am Action Sheets Due in Human Resources Pay Period (10/3/21 to 10/16/21)	13	14	15 Employees Submit Time Sheets & Leave Reports
18 10:00 am Approve Time Sheets & Leave Reports	19	20	21	22 ** PAY DAY **
25	26 9:00 am Action Sheets Due in Human Resources Pay Period (10/17/21 to 10/30/21)	27	28	29 Employees Submit Time Sheets & Leave Reports

November 2021

Monday	Tuesday	Wednesday	Thursday	Friday
1 10:00 am Approve Time Sheets & Leave Reports	2	3	4	5 ** PAY DAY **
8	9 9:00 am Action Sheets Due in Human Resources Pay Period (10/31/21 to 11/13/21)	10	11 Veterans Day HOLIDAY	12 Employees Submit Time Sheets & Leave Reports
15 10:00 am Approve Time Sheets & Leave Reports	16	17	18	19 ** PAY DAY **
22	23 9:00 am Action Sheets Due in Human Resources Pay Period (11/14/21 to 11/27/21)	24	25 Thanksgiving Day HOLIDAY	26 Employees Submit Time Sheets & Leave Reports Day After Thanksgiving HOLIDAY
29 10:00 am Approve Time Sheets & Leave Reports	30			

December 2021

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3 ** PAY DAY **
6	7 9:00 am Action Sheets Due in Human Resources Pay Period 11/28/21 to 12/11/21)	8	9	10 Employees Submit Time Sheets & Leave Reports
13 10:00 am Approve Time Sheets & Leave Reports	14 9:00 am Action Sheets Due in Human Resources Pay Period (12/12/21 to 12/25/21)	15	16	17 Employees Submit Time Sheets & Leave Reports ** PAY DAY **
20 10:00 am Approve Time Sheets & Leave Reports (EARLY PROCESSING)	21	22	23	24 Winter Break HOLIDAY
27 Winter Break HOLIDAY	28 Winter Break HOLIDAY	29 Winter Break HOLIDAY	30 Winter Break HOLIDAY	31 Winter Break HOLIDAY ** PAY DAY ** (No Insurance Deductions)