

**Personnel Action Deadline and Payroll Calendar
Calendar Year 2021 (January - June)**

Personnel Transactions are due to HR within three working days of the effective date of the transaction or by the established ePAR deadline, whichever comes first.

Note: In order to meet established deadlines, required supporting documentation must also be received by HR on or before the deadline.

Non-Exempt (Bi-weekly paid)

Non-Exempt ePAR Deadline	Beginning of Pay Period	End of Pay Period	Time & Absence Approval Deadline	Non-Exempt Pay Day	Benefit Deduction	Additional Information
January 2021 through June 2021						
12/22/20	12/13/20	12/26/20	12/23/20 by 9 am	12/31/20	N/A	
01/05/21	12/27/20	01/09/21	01/11/21 by 9 am	01/15/21	1st	
01/19/21	01/10/21	01/23/21	01/25/21 by 9 am	01/29/21	2nd	
02/02/21	01/24/21	02/06/21	02/08/21 by 9 am	02/12/21	1st	
02/16/21	02/07/21	02/20/21	02/22/21 by 9 am	02/26/21	2nd	
03/02/21	02/21/21	03/06/21	03/08/21 by 9 am	03/12/21	1st	
03/16/21	03/07/21	03/20/21	03/22/21 by 9 am	03/26/21	2nd	
03/30/21	03/21/21	04/03/21	04/05/21 by 9 am	04/09/21	1st	
04/13/21	04/04/21	04/17/21	04/19/21 by 9 am	04/23/21	2nd	
04/27/21	04/18/21	05/01/21	05/03/21 by 9 am	05/07/21	1st	
05/11/21	05/02/21	05/15/21	05/17/21 by 9 am	05/21/21	2nd	
05/25/21	05/16/21	05/29/21	05/28/21 by 9 am	06/04/21	1st	
06/08/21	05/30/21	06/12/21	06/14/21 by 9 am	06/18/21	2nd	
06/22/21	06/13/21	06/26/21	06/28/21 by 9 am	07/02/21	1st	
07/06/21	06/27/21	07/10/21	07/12/21 by 9 am	07/16/21	2nd	

All transactions are subject to the ePAR Deadlines - including funding changes.

*Two time approvals needed during this pay period due to holiday falling during payroll processing.

Exempt (Monthly paid)

Exempt ePAR Deadline	Beginning of Pay Period	End of Pay Period	Exempt Absences Deadline to Approve in Time & Absence	Exempt Pay Day	Additional Information
January 2021 through June 2021					
01/13/21	01/01/21	01/31/21	01/21/21 by 9 am	01/29/21	
02/10/21	02/01/21	02/28/21	02/18/21 by 9 am	02/26/21	
03/17/21	03/01/21	03/31/21	03/25/21 by 9 am	03/31/21	
04/16/21	04/01/21	04/30/21	04/26/21 by 9 am	04/30/21	
05/14/21	05/01/21	05/31/21	05/24/21 by 9 am	05/28/21	
06/16/21	06/01/21	06/30/21	06/24/21 by 9 am	06/30/21	

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