

**Personnel Action Deadline and Payroll Calendar  
Calendar Year 2021 (July - December)**

*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
<b>July 2021 through December 2021</b>						
07/06/21	06/27/21	07/10/21	07/12/21 by 9 am	07/16/21	2nd	
07/20/21	07/11/21	07/24/21	07/26/21 by 9 am	07/30/21	N/A	
08/03/21	07/25/21	08/07/21	08/09/21 by 9 am	08/13/21	1st	
08/17/21	08/08/21	08/21/21	08/23/21 by 9 am	08/27/21	2nd	
08/31/21	08/22/21	09/04/21	09/03/21 by 9 am	09/10/21	1st	
09/14/21	09/05/21	09/18/21	09/20/21 by 9 am	09/24/21	2nd	
09/28/21	09/19/21	10/02/21	10/04/21 by 9 am	10/08/21	1st	
10/12/21	10/03/21	10/16/21	10/18/21 by 9 am	10/22/21	2nd	
10/26/21	10/17/21	10/30/21	11/01/21 by 9 am	11/05/21	1st	
11/09/21	10/31/21	11/13/21	11/15/21 by 9 am	11/19/21	2nd	
11/23/21	11/14/21	11/27/21	11/29/21 by 9 am	12/03/21	1st	
12/07/21	11/28/21	12/11/21	12/13/21 by 9 am	12/17/21	2nd	
12/21/21	12/12/21	12/25/21	12/27/21 by 9 am	12/31/21	N/A	

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
<b>July 2021 through December 2021</b>					
07/14/21	07/01/21	07/31/21	07/22/21 by 9 am	07/30/21	
08/17/21	08/01/21	08/31/21	08/25/21 by 9 am	08/31/21	
09/16/21	09/01/21	09/30/21	09/24/21 by 9 am	09/30/21	
10/15/21	10/01/21	10/31/21	10/25/21 by 9 am	10/29/21	
11/15/21	11/01/21	11/30/21	11/23/21 by 9 am	11/30/21	
12/13/21	12/01/21	12/31/21	12/21/21 by 9 am	12/31/21	

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