

**2021 HUMAN RESOURCES PAYROLL SCHEDULE**

<b>2021 Paydates</b>	<b>Pay #</b>	<b>Personnel Action Forms to Human Resources by 5:00 pm *</b>  <b>E-Sign Student Employment Forms to Human Resources by 5:00 pm *</b>	<b>Completion of Employee New Hire Paperwork (either through PageUp or paper form) by 5:00 pm **</b>	<b>All EPAFs to Human Resources by 5:00 pm</b>	<b>WEB Time Entry cutoff by 11:59 pm</b>	<b>Timesheet Approval Deadline by 12:00 Noon</b>  <b>Higher Level Duty Forms to Human Resources by 12:00 Noon</b>
Mon - Jan 11	1	Tue - Dec 22	Thu - Dec 24	Mon - Dec 28	Thu - Dec 31	Mon - Jan 04
Mon - Jan 25	2	Tue - Jan 05	Fri - Jan 08	Mon - Jan 11	Fri - Jan 15	Tue - Jan 19
Wed - Feb 10	3	Fri - Jan 22	Wed - Jan 27	Thu - Jan 28	Sun - Jan 31	Mon - Feb 01
Thu - Feb 25	4	Mon - Feb 08	Wed - Feb 10	Thu - Feb 11	Mon - Feb 15	Tue - Feb 16
Wed - Mar 10	5	Mon - Feb 22	Wed - Feb 24	Thu - Feb 25	Sun - Feb 28	Mon - Mar 01
Thu - Mar 25	6	Tue - Mar 09	Thu - Mar 11	Fri - Mar 12	Mon - Mar 15	Tue - Mar 16
Fri - Apr 09	7	Wed - Mar 24	Fri - Mar 26	Mon - Mar 29	Wed - Mar 31	Thu - Apr 01
Mon - Apr 26	8	Wed - Apr 07	Mon - Apr 12	Tue - Apr 13	Thu - Apr 15	Fri - Apr 16
Mon - May 10	9	Thu - Apr 22	Mon - Apr 26	Tue - Apr 27	Fri - Apr 30	Mon - May 03
Tue - May 25	10	Fri - May 07	Tue - May 11	Wed - May 12	Sat - May 15	Mon - May 17
Thu - Jun 10	11	Mon - May 24	Wed - May 26	Thu - May 27	Mon - May 31	Tue - Jun 01
Fri - Jun 25	12	Wed - Jun 09	Fri - Jun 11	Mon - Jun 14	Tue - Jun 15	Wed - Jun 16
Fri - Jul 09	13	Tue - Jun 22	Thu - Jun 24	Fri - Jun 25	Wed - Jun 30	Thu - Jul 01
Mon - Jul 26	14	Wed - Jul 07	Mon - Jul 12	Tue - Jul 13	Thu - Jul 15	Fri - Jul 16
Tue - Aug 10	15	Thu - Jul 22	Tue - Jul 27	Wed - Jul 28	Sat - Jul 31	Mon - Aug 02
Wed - Aug 25	16	Mon - Aug 09	Wed - Aug 11	Thu - Aug 12	Sun - Aug 15	Mon - Aug 16
Fri - Sep 10	17	Tue - Aug 24	Thu - Aug 26	Fri - Aug 27	Tue - Aug 31	Wed - Sep 01
Fri - Sep 24	18	Wed - Sep 08	Fri - Sep 10	Mon - Sep 13	Wed - Sep 15	Thu - Sep 16
Fri - Oct 08	19	Tue - Sep 21	Thu - Sep 23	Mon - Sep 27	Thu - Sep 30	Fri - Oct 01
Mon - Oct 25	20	Wed - Oct 06	Mon - Oct 11	Tue - Oct 12	Fri - Oct 15	Mon - Oct 18
Wed - Nov 10	21	Mon - Oct 25	Wed - Oct 27	Thu - Oct 28	Sun - Oct 31	Mon - Nov 01
Wed - Nov 24	22	Fri - Nov 05	Tue - Nov 09	Wed - Nov 10	Mon - Nov 15	Tue - Nov 16
Fri - Dec 10	23	Mon - Nov 22	Wed - Nov 24	Mon - Nov 29	Tue - Nov 30	Wed - Dec 01
Thu - Dec 23	24	Tue - Dec 07	Thu - Dec 09	Fri - Dec 10	Wed - Dec 15	Thu - Dec 16

\*If PA form is not complete with all required information, HR will return to department and processing may be delayed

\*\*If new hire paperwork is not complete by this deadline, processing may be delayed