

**2021 - BI-WEEKLY EMPLOYEES CUT-OFF DATE SCHEDULE without December**

Work Period done		Cut-off Dates				
Begin	End	Payment Request Forms / Temp New Hires due by 5:00 PM*	Temp Panel Updates s/b made by 5 PM on this date	Kronos Employee Data Entry and Approval by 5:00 PM	Supervisor Approval by 1:00 PM	PAY DATE
<b><u>NOTE: Pay periods with an earlier cutoff are bolded</u></b>						
12/13/2020	- 12/26/2020	<b>12/11/2020</b>	<b>12/16/2020</b>	<b>12/21/2020</b>	<b>12/22/2020</b>	12/30/2020
12/27/2020	- 1/09/2021	1/04/2021	1/07/2021	1/08/2021	1/11/2021	1/15/2021
1/10/2021	- 1/23/2021	<b>1/15/2021</b>	<b>1/20/2021</b>	1/22/2021	1/25/2021	1/29/2021
1/24/2021	- 2/06/2021	2/01/2021	2/04/2021	2/05/2021	2/08/2021	2/12/2021
2/07/2021	- 2/20/2021	2/15/2021	<b>2/17/2021</b>	2/19/2021	2/22/2021	2/26/2021
2/21/2021	- 3/06/2021	3/01/2021	3/04/2021	3/05/2021	3/08/2021	3/12/2021
3/07/2021	- 3/20/2021	3/15/2021	3/18/2021	3/19/2021	3/22/2021	3/26/2021
3/21/2021	- 4/03/2021	3/29/2021	4/01/2021	4/02/2021	4/05/2021	4/09/2021
4/04/2021	- 4/17/2021	4/12/2021	4/15/2021	4/16/2021	4/19/2021	4/23/2021
4/18/2021	- 5/01/2021	4/26/2021	4/29/2021	4/30/2021	5/03/2021	5/07/2021
5/02/2021	- 5/15/2021	5/10/2021	5/13/2021	5/14/2021	5/17/2021	5/21/2021
5/16/2021	- 5/29/2021	5/24/2021	5/27/2021	<b>5/27/2021</b>	<b>5/28/2021</b>	6/04/2021
5/30/2021	- 6/12/2021	6/07/2021	6/10/2021	6/11/2021	6/14/2021	6/18/2021
6/13/2021	- 6/26/2021	6/21/2021	6/24/2021	6/25/2021	6/28/2021	7/02/2021
6/27/2021	- 7/10/2021	7/05/2021	7/08/2021	7/09/2021	7/12/2021	7/16/2021
7/11/2021	- 7/24/2021	<b>7/16/2021</b>	<b>7/21/2021</b>	7/23/2021	7/26/2021	7/30/2021
7/25/2021	- 8/07/2021	8/02/2021	8/05/2021	8/06/2021	8/09/2021	8/13/2021
8/08/2021	- 8/21/2021	8/16/2021	8/19/2021	8/20/2021	8/23/2021	8/27/2021
8/22/2021	- 9/04/2021	8/30/2021	9/02/2021	<b>9/02/2021</b>	<b>9/03/2021</b>	9/10/2021
9/05/2021	- 9/18/2021	9/13/2021	9/16/2021	9/17/2021	9/20/2021	9/24/2021
9/19/2021	- 10/02/2021	9/27/2021	9/30/2021	10/01/2021	10/04/2021	10/08/2021
10/03/2021	- 10/16/2021	10/11/2021	10/14/2021	10/15/2021	10/18/2021	10/22/2021
10/17/2021	- 10/30/2021	10/25/2021	10/28/2021	10/29/2021	11/01/2021	11/05/2021
10/31/2021	- 11/13/2021	11/08/2021	11/11/2021	11/12/2021	11/15/2021	11/19/2021
11/14/2021	- 11/27/2021	<b>11/18/2021</b>	<b>11/23/2021</b>	<b>11/24/2021</b>	11/29/2021	12/03/2021
11/28/2021	- 12/11/2021	12/06/2021	12/09/2021	12/10/2021	12/13/2021	12/17/2021

\*Includes Payment Requests for Biweekly Staff, Biweekly Temps and Special Pay forms