

2021

February

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	01	02	03	04	05	06
07	08	09	10	11 Payday (Jan)	12	13
14	15 HOLIDAY	16	17	18	19	20
21	22	23	24	25	26 End Feb mo PR	27 Start BW PR wk 6
28	01	02	03	04	05	06
07	08	Notes: EXTRA PAYDAYS IN JUNE AND DECEMBER. .				

2021

March

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	01 Noon: Dept time entry due 7:00PM Time sheet approval	02 Pay 6 EPAFs due	03 DEPT RPTS	04	05 Dept edits noon	06
07	08	09 Close Noon for LAST monthly payroll	10 Print and mail checks	11 Payday - last monthly 2/1-2/26	12 Timesheets due PR 6	13 PR Wk 7
14	15 Noon: Dept time entry due 7:00PM Time sheet approval	16 Pay 7 EPAFs due	17 DEPT RPTS	18	19 Dept edits noon	20
21	22 Close Noon	23 Print and mail checks	24 Payday 6	25	26 Timesheets due PR 7	27 PR Wk 8
28	29 Noon: Dept time entry due 7:00PM Time sheet approval	30 Pay 8 EPAFs due	31 DEPT RPTS	01	02 Dept edits noon	03
04	05	Notes:				

2021

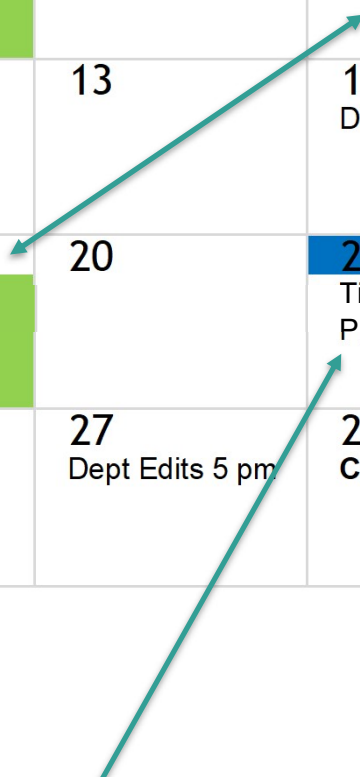
April

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	01	02 Dept edits noon	03
04	05 Close Noon	06 Print and mail checks	07 Payday 7	08	09 Timesheets due PR 8	10 PR Wk 9
11	12 Noon: Dept time entry due 7:00PM Time sheet approval	13 Pay 9 EPAFs due	14 DEPT RPTS	15	16 Dept edits noon	17
18	19 Close Noon	20 Print and mail checks	21 Payday 8	22	23 Timesheets due PR 9	24 PR Wk 10
25	26 Noon: Dept time entry due 7:00PM Time sheet approval	27 Pay 10 EPAFs due	28 DEPT RPTS	29	30 Dept edits noon	01
02	03	Notes:				

2021

May

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	01
02	03 Close NOON	04 Print and mail checks	05 Payday 9	06	07 Timesheets due PR 10	08 PR Wk 11
09	10 Noon: Dept time entry due 7:00PM Time sheet approval	11 Pay 11 EPAFs due	12 DEPT RPTS	13	14 Dept edits noon	15
16	17 Close Noon	18 Print and mail checks	19 Payday 10	20	21 Timesheets due PR 11	22 PR Wk 12
23	24 Noon: Dept time entry due 7:00PM Time sheet approval	25 Pay 12 EPAFs due	26 DEPT RPTS	27 Dept Edits 5 pm	28 Close noon	29
30	31 HOLIDAY	Notes:				



2021

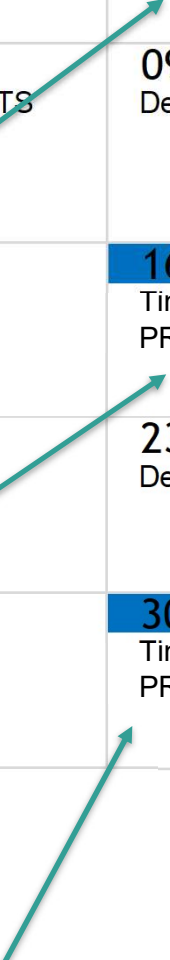
June

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	01 Print and mail checks	02 Payday 11	03	04 Timesheets due PR 12	05 PR Wk 13
06	07 Noon: Dept time entry due 7:00PM Time sheet approval	08 Pay 13 EPAFs due	09 DEPT RPTS	10	11 Dept edits noon	12
13	14 Close Noon	15 Print and mail checks	16 Payday 12	17	18 Timesheets due PR 13	19 PR Wk 14
20	21 Noon: Dept time entry due 7:00PM Time sheet approval	22 Pay 14 EPAFs due	23 DEPT RPTS	24	25 Dept edits noon	26
27	28 Close Noon	29 Print and mail checks	30 Payday 13	01	02	03
04	05	Notes:				

2021

July

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	01	02 Timesheets due PR 14	03 PR Wk 15
04	05 HOLIDAY	06 Noon: Dept time entry due 7:00PM Time sheet approval deadline	07 Pay 15 EPAFs due	08 DEPT RPTS	09 Dept edits noon	10
11	12 Close Noon	13 Print and mail checks	14 Payday 14	15	16 Timesheets due PR 15	17 PR Wk 16
18	19 Noon: Dept time entry due 7:00PM Time sheet approval	20 Pay 16 EPAFs due	21 DEPT RPTS	22	23 Dept edits noon	24
25	26 Close Noon	27	28 Payday 15	29	30 Timesheets due PR 16	31 PR Wk 17
01	02	Notes:				



2021

August

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
01	02 Noon: Dept time entry due 7:00PM Time sheet approval	03 Pay 17 EPAFs due	04 DEPT RPTS	05	06 Dept edits noon	07
08	09 Close Noon	10	11 Payday 16	12	13 Timesheets due PR 17	14 PR Wk 18
15	16 Noon: Dept time entry due 7:00PM Time sheet approval	17 Pay 18 EPAFs due	18 DEPT RPTS	19	20 Dept edits noon	21
22	23 Close Noon	24	25 Payday 17	26	27 Timesheets due PR 18	28 PR Wk 19
29	30 Noon: Dept time entry due 7:00PM Time sheet approval	31 Pay 19 EPAFs due	01 DEPT RPTS	02 Dept Edits 5 pm	03 Close noon	04
05	06	Notes:				

2021

September

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30 Noon: Dept time entry due 7:00PM Time sheet approval	31	01 DEPT RPTS	02 Dept edits 5 pm	03 Close Noon	04
05	06 HOLIDAY	07	08 Payday 18	09	10 Timesheets due PR 19	11 PR Wk 20
12	13 Noon: Dept time entry due 7:00PM Time sheet approval	14 Pay 20 EPAFs due	15 DEPT RPTS	16	17 Dept edits noon	18
19	20 Close Noon	21	22 Payday 19	23	24 Timesheets due PR 20	25 PR Wk 21
26	27 Noon: Dept time entry due 7:00PM Time sheet approval	28 Pay 21 EPAFs due	29 DEPT RPTS	30	01 Dept edits noon	02
03	04	Notes:				

2021

October

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27 Noon: Dept time entry due 7:00PM Time sheet approval	28	29 DEPT RPTS	30	01 Dept edits noon	02
03	04 Close Noon	05	06 Payday 20	07	08 Timesheets due PR 21	09 PR Wk 22
10	11 Noon: Dept time entry due 7:00PM Time sheet approval	12 Pay 22 EPAFs due	13 DEPT RPTS	14	15 Dept edits noon	16
17	18 Close Noon	19	20 Payday 21	21	22 Timesheets due PR 22	23 PR Wk 23
24	25 Noon: Dept time entry due 7:00PM Time sheet approval	26 Pay 23 EPAFs due	27 DEPT RPTS	28	29 Dept edits noon	30
31	01	Notes:				

2021

November

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	01 Close Noon	02	03 Payday 22	04	05 Timesheets due PR 23	06 PR Wk 24
07	08 Noon: Dept time entry due 7:00PM Time sheet approval	09 Pay 24 EPAFs due	10 DEPT RPTS	11 HOLIDAY	12 Dept edits noon	13
14	15 Close Noon	16	17 Payday 23	18	19 Timesheets due PR 24	20 PR Wk 25
21	22 Noon: Dept time entry due 7:00PM Time sheet approval	23 Pay 25 EPAFs due	24 DEPT RPTS Dept edits NOON	25 HOLIDAY	26 HOLIDAY	27
28	29 Close Noon	30	01	02	03	04
05	06	Notes:				

2021

December

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29 Close Noon	30	01 Payday 24	02	03 Timesheets due PR 25	04 PR Wk 26
05	06 Noon: Dept time entry due 7:00PM Time sheet approval	07 Pay 26 EPAFs due	08 DEPT RPTS	09	10 Dept edits noon	11
12	13 Close Noon	14	15 Payday 25	16	17 Timesheets due PR 26	18 PR wk 1
19	20 Noon: Dept time entry due 7:00PM Time sheet approval deadline	21 Pay 1 2021 EPAFs due	22 DEPT RPTS	23 Dept Edits NOON	24 HOLIDAY	25
26	27 Close Noon	28	29 Payday 26	30	31 Timesheets due PR 1	01
02	03	Notes:				

2022

January

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27 Close Noon	28	29	30	31	01 PR Wk 2
02	03 HOLIDAY	04 Noon: Dept time entry due 7:00PM Time sheet approval	05 Pay 2 EPAFs due	06 DEPT RPTS	07 Dept edits noon	08
09	10 Close Noon	11	12 Payday 1	13	14 Timesheets due PR 2	15 PR Wk 3
16	17 Noon: Dept time entry due 7:00PM Time sheet approval deadline	18	19 DEPT RPTS	20	21 Dept edits noon	22
23	24 Close Noon	25	26 Payday 2	27	28 Timesheets due PR 3	29 PR Wk 4
30	31	Notes:				