

# January 2021

## Payroll Deadlines for ePAR

| Transaction Type           | Pay Period    | Final Approval Deadline     | Pay Date  |
|----------------------------|---------------|-----------------------------|-----------|
| Semi-Monthly Salaried      | 1/1 - 1/15    | Tuesday, January 5, 2021    | 1/15/2021 |
| Semi-Monthly Supplemental* | 1/1 - 1/15    | Wednesday, January 13, 2021 | 1/22/2021 |
| Monthly Supplemental*      | 12/1 - 12/31  | Wednesday, January 13, 2021 | 1/22/2021 |
| Monthly Salaried           | 1/1 - 1/31    | Wednesday, January 20, 2021 | 2/1/2021  |
| Task Payments              | 1/1 - 1/31    | Wednesday, January 20, 2021 | 2/1/2021  |
| Stipend Payments           | 1/1 - 1/31    | Wednesday, January 20, 2021 | 2/1/2021  |
| Semi-Monthly Salaried      | 1/15 - 1/31   | Wednesday, January 20, 2021 | 2/1/2021  |
| Hourly (ePAR)              | 12/15 - 12/31 | Tuesday, January 5, 2021    | 1/15/2021 |
| Hourly (ePAR)              | 1/1 - 1/15    | Wednesday, January 20, 2021 | 2/1/2021  |
| Secondary Payroll*         | 1/1 - 1/31    | Monday, January 25, 2021    | 2/1/2021  |
| Supplemental*              | 1/1 - 1/31    | Monday, February 1, 2021    | 2/8/2021  |

**NOTE: Excludes Hourly (ePAR), see Time and Labor Deadlines Below.**

## Hourly Deadlines for Time and Labor

| Payroll           | Pay Period    | Final Approval Deadline     | Pay Date  |
|-------------------|---------------|-----------------------------|-----------|
| Regular Hourly    | 12/1 - 12/15  | Thursday, December 16, 2021 | 1/4/2021  |
| Secondary Hourly* | 12/1 - 12/15  | Not Scheduled               | N/A       |
| Supplemental*     | 12/1 - 12/15  | Not Scheduled               | N/A       |
| Regular Hourly    | 12/16 - 12/31 | Tuesday, January 5, 2021    | 1/15/2021 |
| Supplemental*     | 12/16 - 12/31 | Wednesday, January 13, 2021 | 1/22/2021 |
| Regular Hourly    | 1/1 - 1/15    | Wednesday, January 20, 2021 | 2/1/2021  |
| Secondary Hourly* | 1/1 - 1/15    | Monday, January 25, 2021    | 2/1/2021  |
| Supplemental*     | 1/1 - 1/15    | Monday, February 1, 2021    | 2/8/2021  |

**NOTE: Supplemental payroll will be processed for late approvals. No additional hourly payrolls will be processed until the next regular payroll date.**

## Salaried Payroll Deadlines for Time and Labor

| Payroll                | Pay Period | Final Approval Deadline   |
|------------------------|------------|---------------------------|
| Monthly & Semi Monthly | 1/1 - 1/31 | Friday, February 12, 2021 |
| Monthly & Semi Monthly | 2/1 - 2/28 | Friday, March 12, 2021    |

**Deadline is for all time to be entered for salaried employees.**

*\*The Secondary and Supplemental pay dates are not mandated by the state and are subject to delay without notice due to unforeseen circumstances.*