

## Pay Processing Time Entry and Approval Cut Off Schedule 2021

| Pay Day   | Time Entry/<br>Approval Cut-off | Pay Period Begin and End Dates |
|-----------|---------------------------------|--------------------------------|
| 24-Dec-20 | <b>15-Dec-20</b>                | 5-Dec-20 – 18-Dec-20           |
| 08-Jan-21 | <b>22-Dec-20</b>                | 19-Dec-20 – 1-Jan-21           |
| 22-Jan-21 | 15-Jan-21                       | 2-Jan-21 – 15-Jan-21           |
| 05-Feb-21 | 29-Jan-21                       | 16-Jan-21 – 29-Jan-21          |
| 19-Feb-21 | 12-Feb-21                       | 30-Jan-21 – 12-Feb-21          |
| 05-Mar-21 | 26-Feb-21                       | 13-Feb-21 – 26-Feb-21          |
| 19-Mar-21 | 12-Mar-21                       | 27-Feb-21 – 12-Mar-21          |
| 01-Apr-21 | 26-Mar-21                       | 13-Mar-21 – 26-Mar-21          |
| 16-Apr-21 | 9-Apr-21                        | 27-Mar-21 – 9-Apr-21           |
| 30-Apr-21 | 23-Apr-21                       | 10-Apr-21 – 23-Apr-21          |
| 14-May-21 | 7-May-21                        | 24-Apr-21 – 7-May-21           |
| 28-May-21 | <b>20-May-21</b>                | 8-May-21 – 21-May-21           |
| 11-Jun-21 | 4-Jun-21                        | 22-May-21 – 4-Jun-21           |
| 25-Jun-21 | <b>17-Jun-21</b>                | 5-Jun-21 – 18-Jun-21           |
| 09-Jul-21 | 2-Jul-21                        | 19-Jun-21 – 2-Jul-21           |
| 23-Jul-21 | 16-Jul-21                       | 3-Jul-21 – 16-Jul-21           |
| 06-Aug-21 | <b>29-Jul-21</b>                | 17-Jul-21 – 30-Jul-21          |
| 20-Aug-21 | 13-Aug-21                       | 31-Jul-21 – 13-Aug-21          |
| 03-Sep-21 | 27-Aug-21                       | 14-Aug-21 – 27-Aug-21          |
| 17-Sep-21 | 10-Sep-21                       | 28-Aug-21 – 10-Sep-21          |
| 01-Oct-21 | 24-Sep-21                       | 11-Sep-21 – 24-Sep-21          |
| 15-Oct-21 | <b>7-Oct-21</b>                 | 25-Sep-21 – 8-Oct-21           |
| 29-Oct-21 | 22-Oct-21                       | 9-Oct-21 – 22-Oct-21           |
| 12-Nov-21 | 5-Nov-21                        | 23-Oct-21 – 5-Nov-21           |
| 26-Nov-21 | 19-Nov-21                       | 6-Nov-21 – 19-Nov-21           |
| 10-Dec-21 | 3-Dec-21                        | 20-Nov-21 – 3-Dec-21           |
| 24-Dec-21 | <b>15-Dec-21</b>                | 4-Dec-21 – 17-Dec-21           |
| 07-Jan-22 | <b>21-Dec-21</b>                | 18-Dec-21 – 31-Dec-21          |
| 21-Jan-22 | 14-Jan-22                       | 1-Jan-22 – 14-Jan-22           |

- Time Entry to be completed by Noon on Cut Off Days
- Time Approvals to be completed by 4:00 pm on Cut Off Days



•Indicates Early Time Entry/Approval cut-off date due to Statutory Holidays & Mandatory Leave