

# 2021



## University Payroll Schedule

## 2021 Payroll Schedule

### Legend

#### Biweekly

-  Biweekly Payday
-  Pay Period Begins
-  Pay Period Ends
-  Payroll Complete
-  Approvers must approve & submit time reports

#### Monthly

-  Monthly Payday
-  Payroll Complete

# 2021 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
					1 New Year's Day USC Holiday	2
3	4	5	6 ①	7 ②	8 Approval Deadline 6am ▲	9
10	11 ★	12	13 \$ BW01	14	15 Spring Semester Classes Begin	16
17	18 Martin Luther King Jr. Day USC Holiday	19	20 ★ ②	21 ③	22 Approval Deadline 6am ▲	23
24 31	25 ★	26 \$ MO01	27 \$ BW02	28	29	30

## Legend

### Biweekly

-  Biweekly Payday
-  Pay Period Begins
-  Pay Period Ends
-  Payroll Complete
-  Approvers must approve & submit time reports

### Monthly

-  Monthly Payday
-  Payroll Complete

### DECEMBER 2020

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# JANUARY 2021

### FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

# 2021 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5 Approval Deadline 6am ▲	6
7	8 ★ <sup>3</sup>	9	10 \$ BW03	11	12	13
14	15 Presidents' Day USC Holiday	16	17	18	19 Approval Deadline 6am ▲	20
21	22 ★ <sup>4</sup>	23	24 \$ BW04	25	26 \$ ● \$ MO02	27
28						

## Legend

### Biweekly

-  Biweekly Payday
-  Pay Period Begins
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-  Payroll Complete
-  Approvers must approve & submit time reports

### Monthly

-  Monthly Payday
-  Payroll Complete

## JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	
3	4	5	6	7	8	9
10	11	12	13 \$	14	15	16
17	18	19	20	21	22	23
24	25	26 \$ ● \$	27 \$	28	29	30
31						

# FEBRUARY 2021

## MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10 \$	11	12	13
14	15	16	17	18	19	20
21	22	23	24 \$	25	26 \$ ● \$	27
28	29	30	31			

# 2021 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5 Approval Deadline 6am ▲	6
7	8 ★ 5	9	10 \$ BW05	11	12	13
14 Daylight Saving Time Begins "Spring Forward"	15	16	17 6	18 7	19 Approval Deadline 6am ▲	20
21	22 ★ 6	23	24 \$ BW06	25	26 \$ ● \$ MO03	27
28	29	30	31 7			

## Legend

### Biweekly

-  Biweekly Payday
-  Pay Period Begins
-  Pay Period Ends
-  Payroll Complete
-  Approvers must approve & submit time reports

### Monthly

-  Monthly Payday
-  Payroll Complete

## FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10 \$	11	12	13
14	15	16	17	18	19	20
21	22	23	24 \$	25	26 \$	27
28						

# MARCH 2021

## APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7 \$	8	9	10
11	12	13	14	15	16	17
18	19	20	21 \$	22	23	24
25	26 \$	27	28	29	30	

# 2021 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
					Approval Deadline 6am ▲	
				8		
4	5	6	7	8	9	10
	★		\$ BW07			
11	12	13	14	15	16	17
				8	Approval Deadline 6am ▲	
				9		
18	19	20	21	22	23	24
			\$ BW08			
	★			4		
25	26	27	28	29	30	
	\$ ● \$ MO04				Spring Approval Semester Deadline Classes 6am ▲ End	
				9	10	

## Legend

### Biweekly

- \$ Biweekly Payday
- Pay Period Begins
- Pay Period Ends
- ★ Payroll Complete
- ▲ Approvers must approve & submit time reports

### Monthly

- \$ ● \$ Monthly Payday
- ★ Payroll Complete

### MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# APRIL 2021

### MAY


SUN	MON	TUE	WED	THU	FRI	SAT
2	3	4	5	6	7	8
			\$			
9	10	11	12	13	14	15
16	17	18	19	20	21	22
			\$			
23	24	25	26	27	28	29
30	31					

# 2021 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5 \$ BW09	6	7	8
9	10 ★9	11	12 10	13 11	14 Approval Deadline 6am ▲ Commencement	15
16	17 ★10	18	19 \$ Summer Semester Classes Begin BW10	20	21 ★5	22
23	24 30 Memorial Day USC Holiday	25 31	26 \$ MO05 11	27 12	28 Approval Deadline 6am ★11 ▲	29

## Legend

### Biweekly

-  Biweekly Payday
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-  Payroll Complete
-  Approvers must approve & submit time reports

### Monthly

-  Monthly Payday
-  Payroll Complete

## APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	
4	5	6	7 \$	8	9	10
11	12	13	14	15	16	17
18	19	20	21 \$	22	23	24
25	26 🇯🇵	27	28	29	30	

## MAY 2021

## JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2 \$	3	4	5
6	7	8	9	10	11	12
13	14	15	16 \$	17	18	19
20	21	22	23	24	25 🇯🇵	26
27	28	29	30 \$			

# 2021 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2 \$ BW11	3	4	5
6	7	8	9 12	10 13	11 Approval Deadline 6am ▲	12
13	14 ★12	15	16 \$ BW12	17	18	19
20	21	22	23 ★6 13	24 14	25 Approval Deadline 6am ▲ MO06	26
27	28 ★13	29	30 \$ BW13			

MAY

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5 \$	6	7	8
9	10	11	12	13	14	15
16	17	18	19 \$	20	21	22
23	24	25	26 \$	27	28	29
30	31					


JUNE  
2021

JULY

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14 \$	15	16
17	18	19	20	21	22	23
24	25	26 \$	27	28	29	30
31						

## Legend

Biweekly

-  Biweekly Payday
-  Pay Period Begins
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-  Payroll Complete
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Monthly

-  Monthly Payday
-  Payroll Complete

# 2021 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4 Independence Day	5 Independence Day USC Holiday	6	7 14	8 15	9 Approval Deadline 6am ▲	10
11	12 ★ 14	13	14 \$ BW14	15	16	17
18	19	20	21 15	22 ★ 16	23 Approval Deadline 6am ▲	24
25	26 \$ MO07 ★ 15	27	28 \$ BW15	29	30	31

## Legend

### Biweekly

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### Monthly

-  Monthly Payday
-  Payroll Complete

## JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2 \$	3	4	5
6	7	8	9	10	11	12
13	14	15	16 \$	17	18	19
20	21	22	23	24	25 \$	26
27	28	29	30 \$			









# JULY 2021

## AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12 \$	13	14
15	16	17	18	19	20	21
22	23	24	25 \$	26 \$	27	28
29	30	31				




# 2021 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4 	5 	6 Approval Deadline 6am ▲	7
8	9 	10 Summer Semester Classes End	11 \$ BW16	12	13	14
15	16	17	18 	19 	20 Approval Deadline 6am ▲	21
22	23 Fall Semester Classes Begin 	24 	25 \$ BW17	26 	27	28
29	30	31				

## Legend

### Biweekly

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### Monthly

-  Monthly Payday
-  Payroll Complete

## JULY

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14 \$	15	16	17
18	19	20	21	22	23	24
25	26 	27	28 \$	29	30	31

# AUGUST 2021

## SEPTEMBER

SUN	MON	TUE	1	WED	THU	FRI	SAT
5	6	7	8 \$	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22 \$	23	24 	25	
26	27	28	29	30			

# 2021 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
			1 ● <sup>18</sup>	2 ● <sup>19</sup>	3 ★ <sup>18</sup> Approval Deadline 6am ▲	4
5	6 Labor Day USC Holiday	7	8 \$ BW18	9	10	11
12	13	14	15 ● <sup>19</sup>	16 ● <sup>20</sup>	17 Approval Deadline 6am ▲	18
19	20 ★ <sup>19</sup>	21 ★ <sup>9</sup>	22 \$ BW19	23	24 \$ ● \$ MO09	25
26	27	28	29 ● <sup>20</sup>	30 ● <sup>21</sup>		

## Legend

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### Monthly

-  Monthly Payday
-  Payroll Complete

## AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11 \$	12	13	14
15	16	17	18	19	20	21
22	23	24	25 \$	26 \$	27	28
29	30	31				

# SEPTEMBER 2021

## OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
3	4	5	6 \$	7	8	9
10	11	12	13	14	15	16
17	18	19	20 \$	21	22	23
24	25	26 \$	27	28	29	30
31						

# 2021 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
					1 Approval Deadline 6am ▲	2
3	4 ★ <sub>20</sub>	5	6 \$ BW20	7	8	9
10	11 Columbus Day Bank Holiday	12	13 ● <sub>21</sub>	14 ● <sub>22</sub>	15 Approval Deadline 6am ▲	16
17	18 ★ <sub>21</sub>	19	20 \$ BW21	21 ★ <sub>10</sub>	22	23
24 31	25	26 \$ ● \$ MO10	27 ● <sub>22</sub>	28 ● <sub>23</sub>	29 Approval Deadline 6am ▲	30

## Legend

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### Monthly

-  Monthly Payday
-  Payroll Complete

## SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 \$	23	24 \$	25
26	27	28	29	30		

# OCTOBER 2021

## NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3 \$	4	5	6
7	8	9	10	11	12	13
14	15	16	17 \$	18	19	20
21	22	23	24	25	26 \$	27
28	29	30				

# 2021 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3 \$ BW22	4	5	6
7 Daylight Saving Time Ends "Fall Back"	8	9	10	11 Veterans Day Bank Holiday	12 Approval Deadline 6am	13
14	15	16	17 \$ BW23	18	19	20
21	22	23	24 \$ \$ MO11	25 Thanksgiving USC Holiday	26 Thanksgiving USC Holiday Approval Deadline 6am	27
28	29	30				

## Legend

### Biweekly

-  Biweekly Payday
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### Monthly

-  Monthly Payday
-  Payroll Complete

## OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	
3	4	5	6 \$	7	8	9
10	11	12	13	14	15	16
17	18	19	20 \$	21	22	23
24	25	26	27 \$	28	29	30
31						

# NOVEMBER 2021

## DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
			1 \$	2	3	4
5	6	7	8	9	10	11
12	13	14	15 \$	16	17	18
19	20	21	22 \$	23 \$	24	25
26	27	28	29 \$	30	31	

# 2021 Payroll Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
			1 \$ BW24	2	3 Fall Semester Classes End	4
5	6	7	8 25	9 26	10 Approval Deadline 6am ▲	11
12	13 ★ 25	14	15 \$ BW25	16	17	18
19	20 ★ 12	21	22 26	23 Approval Deadline 6am ▲ MO12 I	24 Christmas Day USC Holiday	25
26	27 Winter Recess ★ 26	28 Winter Recess	29 Winter Recess \$ BW26	30 Winter Recess	31 New Year's Day USC Holiday	

## Legend

### Biweekly

-  Biweekly Payday
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### Monthly

-  Monthly Payday
-  Payroll Complete

## NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3 \$	4	5	6
7	8	9	10	11	12	13
14	15	16	17 \$	18	19	20
21	22	23	24	25	26 ★	27
28	29	30				

# DECEMBER 2021

## JANUARY 2022

SUN	MON	TUE	WED	THU	FRI	SAT
2	3	4	5	6	7	8
9	10	11	12 \$	13	14	15
16	17	18	19	20	21	22
23	24	25	26 \$	27	28	29
30	31					