



## 2021 Timecard Approval Deadlines

Last Updated (8/20/21)

Pay Cycle	Pay Date	Pay Period Begin	Pay Period End	Employee Approval	Supervisor Approval	Timekeeper Sign-off	CALTIME ACCRUALS UPDATED	EFFECTIVE DATE (** Includes Accruals)	HOLIDAYS		
B2	Wed. 01/20/21	Sun. 12/27/20	Sat. 01/09/21	Sat. 01/09/21	Mon. 01/11/21	By Noon	Mon. 01/11/21	Noon-5pm	Tue. 01/19/21	Sun. 01/10/21	
B1	Wed. 02/03/21	Sun. 01/10/21	Sat. 01/23/21	Sat. 01/23/21	Mon. 01/25/21	By Noon	Mon. 01/25/21	Noon-5pm	Tue. 02/02/21	Sun. 01/24/21	01/18
MO	Mon. 02/01/21	Fri. 01/01/21	Sun. 01/31/21	Mon. 02/01/21	Fri. 02/05/21	By 5pm	Tue. 02/16/21	By 5pm	Mon. 02/01/21	Mon. 02/01/21	01/18
B2	Wed. 02/17/21	Sun. 01/24/21	Sat. 02/06/21	Sat. 02/06/21	Mon. 02/08/21	By Noon	Mon. 02/08/21	Noon-5pm	Tue. 02/16/21	Sun. 02/07/21	
B1	Wed. 03/03/21	Sun. 02/07/21	Sat. 02/20/21	Sat. 02/20/21	Mon. 02/22/21	By Noon	Mon. 02/22/21	Noon-5pm	Tue. 03/02/21	Sun. 02/21/21	02/15
MO	Mon. 03/01/21	Mon. 02/01/21	Sun. 02/28/21	Mon. 03/01/21	Mon. 03/08/21	By 5pm	Tue. 03/16/21	By 5pm	Mon. 03/01/21	Mon. 03/01/21	02/15
B2	Wed. 03/17/21	Sun. 02/21/21	Sat. 03/06/21	Sat. 03/06/21	Mon. 03/08/21	By Noon	Mon. 03/08/21	Noon-5pm	Tue. 03/16/21	Sun. 03/07/21	
B3*	Wed. 03/31/21	Sun. 03/07/21	Sat. 03/20/21	Sat. 03/20/21	<b>Mon. 03/22/21</b>	<b>By 9 am</b>	<b>Mon. 03/22/21</b>	<b>9am-11:30am</b>	Tue. 03/30/21	Sun. 03/21/21	
MO	Thu. 04/01/21	Mon. 03/01/21	Wed. 03/31/21	Thu. 04/01/21	Tue. 04/06/21	By 5pm	Fri. 04/16/21	By 5pm	Thu. 04/01/21	Thu. 04/01/21	03/26
B1	Wed. 04/14/21	Sun. 03/21/21	Sat. 04/03/21	Sat. 04/03/21	Mon. 04/05/21	By Noon	Mon. 04/05/21	Noon-5pm	Tue. 04/13/21	Sun. 04/04/21	03/26
B2	Wed. 04/28/21	Sun. 04/04/21	Sat. 04/17/21	Sat. 04/17/21	Mon. 04/19/21	By Noon	Mon. 04/19/21	Noon-5pm	Tue. 04/27/21	Sun. 04/18/21	
MO	Fri. 04/30/21	Thu. 04/01/21	Fri. 04/30/21	Mon. 05/03/21	Fri. 05/07/21	By 5pm	Fri. 05/14/21	By 5pm	Mon. 05/03/21	Sat. 05/01/21	
B1	Wed. 05/12/21	Sun. 04/18/21	Sat. 05/01/21	Sat. 05/01/21	Mon. 05/03/21	By Noon	Mon. 05/03/21	Noon-5pm	Tue. 05/11/21	Sun. 05/02/21	
B2	Wed. 05/26/21	Sun. 05/02/21	Sat. 05/15/21	Sat. 05/15/21	Mon. 05/17/21	By Noon	Mon. 05/17/21	Noon-5pm	Tue. 05/25/21	Sun. 05/16/21	
B1	Wed. 06/09/21	Sun. 05/16/21	Sat. 05/29/21	Sat. 05/29/21	<b>Tue. 06/01/21</b>	<b>By 9 am</b>	<b>Tue. 06/01/21</b>	<b>9am-11:30am</b>	Wed. 06/09/21	Sun. 05/30/21	
MO	Tue. 06/01/21	Sat. 05/01/21	Mon. 05/31/21	Tue. 06/01/21	Mon. 06/07/21	By 5pm	Thu. 06/17/21	By 5pm	Tue. 06/01/21	Tue. 06/01/21	05/31
B2	Wed. 06/23/21	Sun. 05/30/21	Sat. 06/12/21	Sat. 06/12/21	Mon. 06/14/21	By Noon	Mon. 06/14/21	Noon-5pm	Tue. 06/22/21	Sun. 06/13/21	05/31
B1	Wed. 07/07/21	Sun. 06/13/21	Sat. 06/26/21	Sat. 06/26/21	Mon. 06/28/21	By Noon	Mon. 06/28/21	Noon-5pm	Tue. 07/06/21	Sun. 06/27/21	
MO	Thu. 07/01/21	Tue. 06/01/21	Wed. 06/30/21	Thu. 07/01/21	Tue. 07/06/21	By 5pm	Fri. 07/16/21	By 5pm	Thu. 07/01/21	Thu. 07/01/21	
B2	Wed. 07/21/21	Sun. 06/27/21	Sat. 07/10/21	Sat. 07/10/21	Mon. 07/12/21	By Noon	Mon. 07/12/21	Noon-5pm	Tue. 07/20/21	Sun. 07/11/21	07/05
B1	Wed. 08/04/21	Sun. 07/11/21	Sat. 07/24/21	Sat. 07/24/21	Mon. 07/26/21	By Noon	Mon. 07/26/21	Noon-5pm	Tue. 08/03/21	Sun. 07/25/21	
MO	Fri. 07/30/21	Thu. 07/01/21	Sat. 07/31/21	Mon. 08/02/21	Fri. 08/06/21	By 5pm	Wed. 08/18/21	By 5pm	Mon. 08/02/21	Sun. 08/01/21	07/05
B2	Wed. 08/18/21	Sun. 07/25/21	Sat. 08/07/21	Sat. 08/07/21	Mon. 08/09/21	By Noon	Mon. 08/09/21	Noon-5pm	Tue. 08/17/21	Sun. 08/08/21	
B1	Wed. 09/01/21	Sun. 08/08/21	Sat. 08/21/21	Sat. 08/21/21	Mon. 08/23/21	By Noon	Mon. 08/23/21	Noon-5pm	Tue. 08/31/21	Sun. 08/22/21	
MO	Wed. 09/01/21	Sun. 08/01/21	Tue. 08/31/21	Wed. 09/01/21	Tue. 09/07/21	By 5pm	Fri. 09/17/21	By 5pm	Wed. 09/01/21	Wed. 09/01/21	
B2	Wed. 09/15/21	Sun. 08/22/21	Sat. 09/04/21	Sat. 09/04/21	<b>Tue. 09/07/21</b>	<b>By 9 am</b>	<b>Tue. 09/07/21</b>	<b>9am-11:30am</b>	Wed. 09/15/21	Sun. 09/05/21	
B3*	Wed. 09/29/21	Sun. 09/05/21	Sat. 09/18/21	Sat. 09/18/21	Mon. 09/20/21	By Noon	Mon. 09/20/21	Noon-5pm	Tue. 09/28/21	Sun. 09/19/21	09/06
MO	Fri. 10/01/21	Wed. 09/01/21	Thu. 09/30/21	Fri. 10/01/21	Wed. 10/06/21	By 5pm	Fri. 10/15/21	By 5pm	Fri. 10/01/21	Fri. 10/01/21	09/06



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Pay Cycle	Pay Date	Pay Period Begin	Pay Period End	Employee Approval	Supervisor Approval	Timekeeper Sign-off	CALTIME ACCRUALS UPDATED	EFFECTIVE DATE (** Includes Accruals)	HOLIDAYS		
B1	Wed. 10/13/21	Sun. 09/19/21	Sat. 10/02/21	Sat. 10/02/21	Mon. 10/04/21	By Noon	Mon. 10/04/21	Noon-5pm	Tue. 10/12/21	Sun. 10/03/21	
B2	Wed. 10/27/21	Sun. 10/03/21	Sat. 10/16/21	Sat. 10/16/21	Mon. 10/18/21	By Noon	Mon. 10/18/21	Noon-5pm	Tue. 10/26/21	Sun. 10/17/21	
B1	Wed. 11/10/21	Sun. 10/17/21	Sat. 10/30/21	Sat. 10/30/21	Mon. 11/01/21	By Noon	Mon. 11/01/21	Noon-5pm	Tue. 11/09/21	Sun. 10/31/21	
MO	Mon. 11/01/21	Fri. 10/01/21	Sun. 10/31/21	Mon. 11/01/21	Fri. 11/05/21	By 5pm	Wed. 11/17/21	By 5pm	Mon. 11/01/21	Mon. 11/01/21	
B2	Wed. 11/24/21	Sun. 10/31/21	Sat. 11/13/21	Sat. 11/13/21	Mon. 11/15/21	By Noon	Mon. 11/15/21	Noon-5pm	Tue. 11/23/21	Sun. 11/14/21	11/11
B1	Wed. 12/08/21	Sun. 11/14/21	Sat. 11/27/21	Sat. 11/27/21	Mon. 11/29/21	By Noon	Mon. 11/29/21	Noon-5pm	Tue. 12/07/21	Sun. 11/28/21	11/25, 11/26
MO	Wed. 12/01/21	Mon. 11/01/21	Tue. 11/30/21	Wed. 12/01/21	Mon. 12/06/21	By 5pm	Wed. 12/15/21	By 5pm	Wed. 12/01/21	Wed. 12/01/21	11/1,11/25,11/26
B2	Wed. 12/22/21	Sun. 11/28/21	Sat. 12/11/21	Sat. 12/11/21	Mon. 12/13/21	By Noon	Mon. 12/13/21	Noon-5pm	Tue. 12/21/21	Sun. 12/12/21	
B1	Wed. 01/05/22	Sun. 12/12/21	Sat. 12/25/21	Sat. 12/25/21	<b>Mon. 12/27/21</b>	<b>By 9 am</b>	<b>Mon. 12/27/21</b>	<b>9am-11:30am</b>	Tue. 01/04/22	Sun. 12/26/21	12/24
MO	Tue. 01/04/22	Wed. 12/01/21	Fri. 12/31/21	Tue. 01/04/22	Fri. 01/07/22	By 5pm	Thu. 01/13/22	By 5pm	Tue. 01/04/22	Sat. 01/01/22	12/24,12/27,12/31

\*B3: Benefits Holiday, during a Benefits Holiday, no flat dollar deductions (such as Medical and Dental) are taken from the employees paycheck. A Benefits holiday applies to the 3rd biweekly paycheck in a calendar month.

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