

2021 HOURLY AND STUDENT PAYROLL CALENDAR

UNIVERSITY PERSONNEL

408-924-2250

SCHEDULE OF 2021 PAY PERIODS, HOLIDAYS, AND PAYDAYS				
PAY PERIOD	INCLUSIVE DATES	HOURLY STUDENT TIME ENTRY DEADLINE	2021 PAYDAYS¹	
January	Jan 01 - Jan 31	Jan 31	Monday	Feb 15
February	Feb 01- Mar 01	Mar 01	Monday	Mar 15
March	Mar 02 - Mar 31	Mar 31	Thursday	Apr 15
April	Apr 01 - Apr 30	Apr 30	Friday	May 14
May	May 01 - May 31	May 31	Tuesday	Jun 15
June	Jun 01- Jun 30	Jun 30	Thursday	Jul 15
July	Jul 01 – Jul 31	Jul 31	Monday	Aug 16
August	Aug 01 – Aug 31	Aug 31	Wednesday	Sept 15
September	Sep 01 - Sep 30	Sep 30	Friday	Oct 15
October	Oct 01 – Nov 01	Nov 01	Monday	Nov 15
November	Nov 02 - Dec 01	Dec 01	Wednesday	Dec 15
December	Dec 02 - Dec 31	Dec 31	Friday	Jan 14

HOLIDAY	CAMPUS OPEN ²	HOLIDAY OBSERVED	
Lincoln's Birthday	February 12, 2021	November 26, 2021	
Washington's Birthday	February 15, 2021	December 27, 2021	
Admission Day	September 9, 2021	December 28, 2021	
Columbus Day	October 11, 2021	December 29, 2021	

Students must enter all hours by midnight on the last day of the pay period.

Check with your department for specific disbursement procedures.
Observance of the holidays listed will change from the official date under "Campus Open" to the date shown under "Holiday Observed."