



2021 PAYROLL SCHEDULE

PAYPERIOD: SALARIED/EXEMPT EMPLOYEES	PAYPERIOD: HOURLY/NON- EXEMPT EMPLOYEES	TIMESHEET DEADLINE: EMPLOYEE SUBMISSION TO SUPERVISOR	TIMESHEET DEADLINE: SUPERVISOR SUBMISSION TO PAYROLL <small>final due date for payroll actions</small>	PAY DATE	PR#
January 1-15, 2021	December 16-31, 2020	Monday, January 4, 2021	Tuesday, January 5, 2021	Friday, January 15, 2021	1
January 16-31, 2021	January 1-15, 2021	Tuesday, January 19, 2021	Wednesday, January 20, 2021	Friday, January 29, 2021	2
February 1-15, 2021	January 16-31, 2021	Monday, February 1, 2021	Tuesday, February 2, 2021	Monday, February 15, 2021	3
February 16-29, 2021	February 1-15, 2021	Tuesday, February 16, 2021	Wednesday, February 17, 2021	Friday, February 26, 2021	4
March 1-15, 2021	February 16-29, 2021	Monday, March 1, 2021	Tuesday, March 2, 2021	Monday, March 15, 2021	5
March 16-31, 2021	March 1-15, 2021	Tuesday, March 16, 2021	Wednesday, March 17, 2021	Wednesday, March 31, 2021	6
April 1-15, 2021	March 16-31, 2021	Thursday, April 1, 2021	Monday, April 5, 2021	Thursday, April 15, 2021	7
April 16-30, 2021	April 1-15, 2021	Friday, April 16, 2021	Monday, April 19, 2021	Friday, April 30, 2021	8
May 1-15, 2021	April 16-30, 2021	Monday, May 3, 2021	Tuesday, May 4, 2021	Friday, May 14, 2021	9
May 16-31, 2021	May 1-15, 2021	Monday, May 17, 2021	Tuesday, May 18, 2021	Friday, May 28, 2021	10
June 1-15, 2021	May 16-31, 2021	Tuesday, June 1, 2021	Wednesday, June 2, 2021	Tuesday, June 15, 2021	11
June 16-30, 2021	June 1-15, 2021	Wednesday, June 16, 2021	Thursday, June 17, 2021	Wednesday, June 30, 2021	12
July 1-15, 2021	June 16-30, 2021	Thursday, July 1, 2021	Tuesday, July 6, 2021	Thursday, July 15, 2021	13
July 16-31, 2021	July 1-15, 2021	Monday, July 19, 2021	Tuesday, July 20, 2021	Friday, July 30, 2021	14
August 1-15, 2021	July 16-31, 2021	Monday, August 2, 2021	Tuesday, August 3, 2021	Friday, August 13, 2021	15
August 16-31, 2021	August 1-15, 2021	Monday, August 16, 2021	Tuesday, August 17, 2021	Tuesday, August 31, 2021	16
September 1-15, 2021	August 16-31, 2021	Wednesday, September 1, 2021	Thursday, September 2, 2021	Wednesday, September 15, 2021	17
September 16-30, 2021	September 1-15, 2021	Thursday, September 16, 2021	Friday, September 17, 2021	Thursday, September 30, 2021	18
October 1-15, 2021	September 16-30, 2021	Friday, October 1, 2021	Monday, October 4, 2021	Friday, October 15, 2021	19
October 16-31, 2021	October 1-15, 2021	Monday, October 18, 2021	Tuesday, October 19, 2021	Friday, October 29, 2021	20
November 1-15, 2021	October 16-31, 2021	Monday, November 1, 2021	Tuesday, November 2, 2021	Monday, November 15, 2021	21
November 16-30, 2021	November 1-15, 2021	Tuesday, November 16, 2021	Wednesday, November 17, 2021	Tuesday, November 30, 2021	22
December 1-15, 2021	November 16-30, 2021	Wednesday, December 1, 2021	Thursday, December 2, 2021	Wednesday, December 15, 2021	23
December 16-31, 2021	December 1-15, 2021	Wednesday, December 15, 2021	Thursday, December 16, 2021	Friday, December 31, 2021	24
January 1-15, 2022	December 16-31, 2021	Monday, January 3, 2022	Tuesday, January 4, 2022	Friday, January 14, 2022	1

Timesheets and payroll actions must be submitted by 11:59pm on above listed due dates via Web Time Entry. Paper timesheets, when necessary, must be submitted by the final payroll action date to the drop box by room D-212, or by email to payroll@concordia.edu.

Late timesheets / payroll actions will be processed the next pay date.