

PAYROLL CALENDAR

October 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Payroll 21 Time Entry <i>Clothing and Tool Allowance</i>	2 Perf Evals (½ 11) for this Payroll.	3 Pay Period 21 Ends
4 Pay Period 22 Starts	5	6	7	8	9 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes for Payroll 22 due 10:00 a.m.</i>	10
11	12	13	14	15 Payroll 22 Time Entry	16 Perf Evals (½ 11) for this Payroll.	17 Pay Period 22 Ends
18 Pay Period 23 Starts	19	20	21	22	23 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes for Payroll 23 due 10:00 a.m.</i>	24
25	26	27	28	29 Payroll 23 Time Entry <i>Tool Allowance</i>	30 Perf Evals (½ 11) for this Payroll.	31 Pay Period 23 Ends

Pay Period Starts: This is the effective date for all personnel status changes affecting rate of pay.

Time Entry: Time entry begins after notification from the Human Resources Department.

Payday (\$\$\$): Paychecks are issued on this day.

Perf Evals (½|11): Six-Month Performance Evaluations (PE), and annual PE's for Step 11 Employees, are due by 5:00 PM.

Perf. Evals (AO): *All Other* Performance Evaluations w/Next Date Eligible (NDE) in *next* pay period are due by 5:00 PM.

Please note: Tool allowance is paid monthly and clothing allowance is paid quarterly.

PAYROLL CALENDAR

November 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Pay Period 24 Starts	2	3	4	5	6 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes for Payroll 24 due 10:00 a.m.</i>	7
8	9	10	11	12 Payroll 24 Time Entry	13 Perf Evals (1/2 11) for this Payroll.	14 Pay Period 24 Ends
15 Pay Period 25 Starts	16	17	18	19	20 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes for Payroll 25 due 10:00 a.m.</i>	21
22	23	24 Payroll 25 Time Entry <i>Tool Allowance</i>	25 Perf Evals (1/2 11) for this Payroll. SLBB \$\$	26 HOLIDAY	27 HOLIDAY	28 Pay Period 25 Ends
29 Pay Period 26 Starts	30					

ENTER PR CHANGES FOR PR24 PRIOR TO BUILDING TIMECARDS AND KEYING SLB INFORMATION OR YOU WILL HAVE TO RE-EXTRACT ANY TIME YOU HAVE A PR CHANGE

Pay Period Starts: This is the effective date for all personnel status changes affecting rate of pay.

Time Entry: Time entry begins after notification from the Human Resources Department.

Payday (\$\$\$): Paychecks are issued on this day.

Perf Evals (1/2|11): Six-Month Performance Evaluations (PE), and annual PE's for Step 11 Employees, are due by 5:00 PM.

Perf. Evals (AO): *All Other* Performance Evaluations w/Next Date Eligible (NDE) in *next* pay period are due by 5:00 PM.

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PAYROLL CALENDAR

December 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes</i> <i>for Payroll 26 due</i> <i>10:00 a.m.</i>	5
6	7	8	9	10 Payroll 26 Time Entry	11 Perf Evals (1/2 11) for this Payroll.	12 Pay Period 26 Ends
13 Pay Period 27 Starts	14	15	16	17	18 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes</i> <i>for Payroll 27 due</i> <i>10:00 a.m.</i>	19
20	21	22 Payroll 27 Time Entry Perf Evals 1/2 11) for this Payroll.	23	24 FY 20/21 FLOATING HOLIDAY	25 HOLIDAY	26 Pay Period 27 Ends
27 Pay Period 1 Starts	28	29	30	31 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes</i> <i>for Payroll 1 due</i> <i>10:00 a.m.</i>		

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Time Entry: Time entry begins after notification from the Human Resources Department.

Payday (\$\$\$): Paychecks are issued on this day.

Perf Evals (1/2|11): Six-Month Performance Evaluations (PE), and annual PE's for Step 11 Employees, are due by 5:00 PM.

Perf. Evals (AO): *All Other* Performance Evaluations w/Next Date Eligible (NDE) in *next* pay period are due by 5:00 PM.

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PAYROLL CALENDAR

January 2021

January 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 HOLIDAY	2
3	4	5	6	7 Payroll 1 Time Entry <i>Tool Allowance</i>	8 Perf Evals (½ 11) for this Payroll.	9 Pay Period 1 Ends
10 Pay Period 2 Starts	11	12	13	14	15 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes for Payroll 2 due 10:00 a.m.</i>	16
17	18	19	20	21 Payroll 2 Time Entry	22 Perf Evals (½ 11) for this Payroll.	23 Pay Period 2 Ends
24 Pay Period 3 Starts	25	26	27	28	29 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes for Payroll 3 due 10:00 a.m.</i>	30
31						

Pay Period Starts: This is the effective date for all personnel status changes affecting rate of pay.

Time Entry: Time entry begins after notification from the Human Resources Department.

Payday (\$\$\$): Paychecks are issued on this day.

Perf Evals (½|11): Six-Month Performance Evaluations (PE), and annual PE's for Step 11 Employees, are due by 5:00 PM.

Perf. Evals (AO): *All Other* Performance Evaluations w/Next Date Eligible (NDE) in *next* pay period are due by 5:00 PM.

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PAYROLL CALENDAR

February 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Payroll 3 Time Entry <i>Tool Allowance</i>	5 Perf Evals (½ 11) for this Payroll.	6 Pay Period 3 Ends
7 Pay Period 4 Starts	8	9	10	11	12 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes for Payroll 4 due 10:00 a.m.</i>	13
14	15	16	17	18 Payroll 4 Time Entry	19 Perf Evals (½ 11) for this Payroll.	20 Pay Period 4 Ends
21 Pay Period 5 Starts	22	23	24	25	26 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes for Payroll 5 due 10:00 a.m.</i>	27
28						

Pay Period Starts: This is the effective date for all personnel status changes affecting rate of pay.

Time Entry: Time entry begins after notification from the Human Resources Department.

Payday (\$\$\$): Paychecks are issued on this day.

Perf Evals (½|11): Six-Month Performance Evaluations (PE), and annual PE's for Step 11 Employees, are due by 5:00 PM.

Perf. Evals (AO): *All Other* Performance Evaluations w/Next Date Eligible (NDE) in *next* pay period are due by 5:00 PM.

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PAYROLL CALENDAR

March 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Payroll 5 Time Entry <i>Tool Allowance</i>	5 Perf Evals (½ 11) for this Payroll.	6 Pay Period 5 Ends
7 Pay Period 6 Starts	8	9	10	11	12 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes for Payroll 6 due 10:00 a.m.</i>	13
14	15	16	17	18 Payroll 6 Time Entry	19 Perf Evals (½ 11) for this Payroll.	20 Pay Period 6 Ends
21 Pay Period 7 Starts	22	23	24	25	26 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes for Payroll 7 due 10:00 a.m.</i>	27
28	29	30	31			

Pay Period Starts: This is the effective date for all personnel status changes affecting rate of pay.

Time Entry: Time entry begins after notification from the Human Resources Department.

Payday (\$\$\$): Paychecks are issued on this day.

Perf Evals (½|11): Six-Month Performance Evaluations (PE), and annual PE's for Step 11 Employees, are due by 5:00 PM.

Perf. Evals (AO): *All Other* Performance Evaluations w/Next Date Eligible (NDE) in *next* pay period are due by 5:00 PM.

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PAYROLL CALENDAR

April 2021

April 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Payroll 7 Time Entry <i>Clothing and Tool Allowance</i>	2 Perf Evals (½ 11) for this Payroll.	3 Pay Period 7 Ends
4 Pay Period 8 Starts	5	6	7	8	9 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes for Payroll 8 due 10:00 a.m.</i>	10
11	12	13	14	15 Payroll 8 Time Entry	16 Perf Evals (½ 11) for this Payroll.	17 Pay Period 8 Ends
18 Pay Period 9 Starts	19	20	21	22	23 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes for Payroll 9 due 10:00 a.m.</i>	24
25	26	27	28	29 Payroll 9 Time Entry <i>Tool Allowance</i>	30 Perf Evals (½ 11) for this Payroll.	

Pay Period Starts: This is the effective date for all personnel status changes affecting rate of pay.

Time Entry: Time entry begins after notification from the Human Resources Department.

Payday (\$\$\$): Paychecks are issued on this day.

Perf Evals (½|11): Six-Month Performance Evaluations (PE), and annual PE's for Step 11 Employees, are due by 5:00 PM.

Perf. Evals (AO): *All Other* Performance Evaluations w/Next Date Eligible (NDE) in *next* pay period are due by 5:00 PM.

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PAYROLL CALENDAR

May 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Pay Period 9 Ends
2 Pay Period 10 Starts	3	4	5	6	7 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes for Payroll 10 due 10:00 a.m.</i>	8
9	10	11	12	13 Payroll 10 Time Entry	14 Perf Evals (½ 11) for this Payroll.	15 Pay Period 10 Ends
16 Pay Period 11 Starts	17	18	19	20	21 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes for Payroll 11 due 10:00 a.m.</i>	22
23	24	25	26	27 Payroll 11 Time Entry <i>Tool Allowance</i>	28 Perf Evals (½ 11) for this Payroll.	29 Pay Period 11 Ends
30 Pay Period 12 Starts	31 HOLIDAY					

Pay Period Starts: This is the effective date for all personnel status changes affecting rate of pay.

Time Entry: Time entry begins after notification from the Human Resources Department.

Payday (\$\$\$): Paychecks are issued on this day.

Perf Evals (½|11): Six-Month Performance Evaluations (PE), and annual PE's for Step 11 Employees, are due by 5:00 PM.

Perf. Evals (AO): *All Other* Performance Evaluations w/Next Date Eligible (NDE) in *next* pay period are due by 5:00 PM.

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PAYROLL CALENDAR

June 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes</i> <i>for Payroll 12 due</i> <i>10:00 a.m.</i>	5
6	7	8	9	10 Payroll 12 Time Entry	11 Perf Evals (½ 11) for this Payroll.	12 Pay Period 12 Ends
13 Pay Period 13 Starts	14	15	16	17	18 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes</i> <i>for Payroll 13 due</i> <i>10:00 a.m.</i>	19
20	21	22	23	24 Payroll 13 Time Entry <i>Clothing and</i> <i>Tool Allowance</i>	25 Perf Evals (½ 11) for this Payroll.	26 Pay Period 13 Ends
27 Pay Period 14 Starts	28	29	30			

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Payday (\$\$\$): Paychecks are issued on this day.

Perf Evals (½|11): Six-Month Performance Evaluations (PE), and annual PE's for Step 11 Employees, are due by 5:00 PM.

Perf. Evals (AO): *All Other* Performance Evaluations w/Next Date Eligible (NDE) in *next* pay period are due by 5:00 PM.

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PAYROLL CALENDAR

July 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes for Payroll 14 due 10:00 a.m.</i>	3
4	5 HOLIDAY	6	7	8 Payroll 14 Time Entry	9 Perf Evals (½ 11) for this Payroll.	10 Pay Period 14 Ends
11 Pay Period 15 Starts	12	13	14	15	16 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes for Payroll 15 due 10:00 a.m.</i>	17
18	19	20	21	22 Payroll 15 Time Entry	23 Perf Evals (½ 11) for this Payroll.	24 Pay Period 15 Ends
25 Pay Period 16 Starts	26	27	28	29	30 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes for Payroll 16 due 10:00 a.m.</i>	31

Pay Period Starts: This is the effective date for all personnel status changes affecting rate of pay.

Time Entry: Time entry begins after notification from the Human Resources Department.

Payday (\$\$\$): Paychecks are issued on this day.

Perf Evals (½|11): Six-Month Performance Evaluations (PE), and annual PE's for Step 11 Employees, are due by 5:00 PM.

Perf. Evals (AO): *All Other* Performance Evaluations w/Next Date Eligible (NDE) in *next* pay period are due by 5:00 PM.

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PAYROLL CALENDAR

August 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 Payroll 16 Time Entry <i>Tool Allowance</i>	6 Perf Evals (½ 11) for this Payroll.	7 Pay Period 16 Ends
8 Pay Period 17 Starts	9	10	11	12	13 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes for Payroll 17 due 10:00 a.m.</i>	14
15	16	17	18	19 Payroll 17 Time Entry	20 Perf Evals (½ 11) for this Payroll.	21 Pay Period 17 Ends
22 Pay Period 18 Starts	23	24	25	26	27 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes for Payroll 18 due 10:00 a.m.</i>	28
29	30	31				

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Perf Evals (½|11): Six-Month Performance Evaluations (PE), and annual PE's for Step 11 Employees, are due by 5:00 PM.

Perf. Evals (AO): *All Other* Performance Evaluations w/Next Date Eligible (NDE) in *next* pay period are due by 5:00 PM.

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PAYROLL CALENDAR

September 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Payroll 18 Time Entry <i>Tool Allowance</i>	3 Perf Evals (½ 11) for this Payroll.	4 Pay Period 18 Ends
5 Pay Period 19 Starts <small>Last Pay Period that Personal Leave & Unscheduled Holiday for FY 20-21 may be used</small>	6 HOLIDAY	7	8	9	10 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes for Payroll 19 due 10:00 a.m.</i>	11
12	13	14	15	16 Payroll 19 Time Entry	17 Perf Evals (½ 11) for this Payroll.	18 Pay Period 19 Ends
19 Pay Period 20 Starts	20	21	22	23	24 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes for Payroll 20 due 10:00 a.m.</i>	25
26	27	28	29	30 Payroll 20 Time Entry <i>Clothing and Tool Allowance</i>		

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PAYROLL CALENDAR

October 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Perf Evals (½ 11) for this Payroll.	2 Pay Period 20 Ends
3 Pay Period 21 Starts	4	5	6	8	8 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes for Payroll 21 due 10:00 a.m.</i>	9
10	11	12	13	14 Payroll 21 Time Entry	15 Perf Evals (½ 11) for this Payroll.	16 Pay Period 21 Ends
17 Pay Period 22 Starts	18	19	20	21	22 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes for Payroll 22 due 10:00 a.m.</i>	23
24	25	26	27	28 Payroll 22 Time Entry <i>Tool Allowance</i>	29 Perf Evals (½ 11) for this Payroll.	30 Pay Period 22 Ends
31 Pay Period 23 Starts						

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PAYROLL CALENDAR

November 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes for Payroll 23 due 10:00 a.m.</i>	6
7	8	9	10	11 Payroll 23 Time Entry	12 Perf Evals (½ 11) for this Payroll.	13 Pay Period 23 Ends
14 Pay Period 24 Starts	15	16	17	18	19 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes for Payroll 24 due 10:00 a.m.</i>	20
21	22	23 Payroll 24 Time Entry <i>Tool Allowance</i>	24 Perf Evals (½ 11) for this Payroll.	25 HOLIDAY	26 HOLIDAY	27 Pay Period 24 Ends
28 Pay Period 25 Starts	29	30				

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PAYROLL CALENDAR

December 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1		3 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes for Payroll 25 due 10:00 a.m.</i>	4
5	6	7	8	9 Payroll 25 Time Entry	10 Perf Evals (½ 11) for this Payroll.	11 Pay Period 25 Ends
12 Pay Period 26 Starts	13	14	15	16	17 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes for Payroll 26 due 10:00 a.m.</i>	18
19	20	21	22 Payroll 26 Time Entry Perf Evals (½ 11) for this Payroll.	23	24 HOLIDAY	25 Pay Period 26 Ends
26 Pay Period 1 Starts	27	28	29	30 \$\$\$ Perf Evals (AO) for Next Payroll. <i>All Other Changes for Payroll 1 due 10:00 a.m.</i>	31 HOLIDAY	

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