

Bi-weekly Employees – 2021 Schedule of Pay Periods and Processing Cycles

Period		Pay Run ID ¹	Pay Period Dates	Holidays	Personnel Cut-Off for all NOAs including Appointments, Transfers, Separations and SF 1150's ² 1st Monday	Payroll Cut-off for Taxes, Direct Deposits, Allotments, etc. 2nd Wednesday	Payroll Cut-off for Entry of LWOP and WAE Hours into RDE 2nd Thursday	Pay Date
Leave	Pay							
25	26	B20Z	Dec 7-20		12/07/20	12/15/20*	12/16/20*	12/24/20
26	01	B21A	Dec 21-Jan 3	Dec 25-Christmas Day Jan 1-New Year's Day	12/21/20	12/29/20*	12/30/20*	01/08/21
1	02	B21B	Jan 4-17		01/04/21	01/12/21*	01/13/21*	01/22/21
2	03	B21C	Jan 18-31	Jan 18 - Martin Luther King Jr. Birthday	01/15/21*	01/27/21	01/28/21	02/05/21
3	4	B21D	Feb 1-14		02/01/21	02/09/21*	02/10/21*	02/19/21
4	5	B21E	Feb 15-28	Feb 15-George Washington's Birthday	02/12/21*	02/24/21	02/25/21	03/05/21
5	6	B21F	Mar 1-14		03/01/21	03/10/21	03/11/21	03/19/21
6	7	B21G	Mar 15-28		03/15/21	03/24/21	03/25/21	04/02/21
7	8	B21H	Mar 29-Apr 11		03/29/21	04/07/21	04/08/21	04/16/21
8	9	B21I	Apr 12-25		04/12/21	04/21/21	04/22/21	04/30/21
9	10	B21J	Apr 26-May 09		04/26/21	05/05/21	05/06/21	05/14/21
10	11	B21K	May 10-23		05/10/21	05/19/21	05/20/21	05/28/21

* Early Personnel and Payroll Cut-off date ¹ The PayRun ID identifies the correct pay period in HRMIS for printing earnings statements.

² **Note:** All personnel actions must be submitted by the specified cut-off date as well as being signed and dated by the approving officer on or before their effective date. Personnel actions are not considered on-time if they are incomplete, incorrect, or missing required paperwork.

Leave periods are determined by the first full pay period in the new calendar year, while pay periods are determined by the first pay date in the new calendar year.

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11	12	B21L	May 24-Jun 6	May 31-Memorial Day	05/24/21	06/02/21	06/03/21	06/11/21
12	13	B21M	Jun 7-20		06/07/21	06/16/21	06/17/21	06/25/21
13	14	B21N	Jun 21-Jul 4	Jul 4-Independence Day	06/21/21	06/29/21*	06/30/21*	07/09/21
14	15	B21O	Jul 5-18		07/02/21*	07/14/21	07/15/21	07/23/21
15	16	B21P	Jul 19-Aug 1		07/19/21	07/28/21	07/29/21	08/06/21
16	17	B21Q	Aug 2-15		08/02/21	08/11/21	08/12/21	08/20/21
17	18	B21R	Aug 16 -29		08/16/21	08/25/21	08/26/21	09/03/21
18	19	B21S	Aug 30-Sep12	Sep 6-Labor Day	08/30/21	09/08/21	09/09/21	09/17/21
19	20	B21T	Sep 13-26		09/13/21	09/22/21	09/23/21	10/01/21
20	21	B21U	Sep 27-Oct 10		09/27/21	10/05/21*	10/06/21*	10/15/21
21	22	B21V	Oct 11-24	Oct 11-Columbus Day	10/08/21*	10/20/21	10/21/21	10/29/21
22	23	B21W	Oct 25-Nov 7		10/25/21	11/02/21*	11/03/21*	11/12/21
23	24	B21X	Nov 8-21	Nov 11-Veteran's Day	11/8/21	11/16/21*	11/17/21*	11/26/21

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Leave	Pay							
24	25	B21Y	Nov 22-Dec 5	Nov 25-Thanksgiving Day	11/22/21	12/01/21	12/02/21	12/10/21
25	26	B21Z	Dec 6-19		12/06/21	12/14/21*	12/15/21*	12/23/21
26	01	B22A	Dec 20-Jan 2	Dec 25-Christmas Day Jan 1 – New Year's Day	12/20/21	12/28/21*	12/29/21*	01/07/22
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