Biweekly Payroll - Time and Absence Schedule
July 2020 - June 2021 (FY- 21)

Regular Office Support, Library, Maintenance & Shop Employees, Casual Hourly employees , Undergraduate and Graduate Student Hourly Work

Month & Year	Pay Period in Month	Pay Period Begin Date	Pay Period End Date	Changes Due to HR (Main Campus or PPPL) or Student Employment Office	TCP Files Due (Campus Dining)	POSS and SNAP Files Due	Absence Entry Deadline	Student and Employee Time Entry Deadline	Time & Labor Pay Rep Approval Deadline	Pay Date
		Monday	Sunday	Friday 12:00 PM	Monday 9:00 AM	Monday 12:00 PM	Monday 5:00PM	Monday 5:00 PM	Tuesday 12:00 PM	Wednesday
Jul 2020	1st	06/15/20	06/28/20	06/26/20	06/29/20	06/29/20	06/29/20	06/29/20	6/30/20 (10:00 AM)	07/08/20
Jul 2020	2nd	06/29/20	07/12/20	07/10/20	07/13/20	07/13/20	07/13/20	07/13/20	07/14/20	07/22/20
Aug 2020	1st	07/13/20	07/26/20	07/24/20	07/27/20	07/27/20	07/27/20	07/27/20	07/28/20	08/05/20
Aug 2020	2nd	07/27/20	08/09/20	08/07/20	08/10/20	08/10/20	08/10/20	08/10/20	08/11/20	08/19/20
Sep 2020	1st	08/10/20	08/23/20	08/21/20	08/24/20	08/24/20	08/24/20	08/24/20	08/25/20	09/02/20
Sep 2020	2nd	08/24/20	09/06/20	09/03/20 (Thursday)	09/08/20 (Tuesday 9:00 AM)	09/08/2020 (Tuesday 9:00 AM)	09/08/2020 (Tuesday 9:00 AM)	09/08/2020 (Tuesday 9:00 AM)	09/08/2020 (2:00 PM)	09/16/20
Sept 2020	3rd	09/07/20	09/20/20	09/18/20	09/21/20	09/21/20	09/21/20	09/21/20	09/22/2020 (10:00 AM)	09/30/20
Oct 2020	1st	09/21/20	10/04/20	10/02/20	10/05/20	10/05/20	10/05/20	10/05/20	10/06/20	10/14/20
Oct 2019	2nd	10/05/20	10/18/20	10/16/20	10/19/20	10/19/20	10/19/20	10/19/20	10/20/20	10/28/20
Nov 2020	1st	10/19/20	11/01/20	10/30/20	11/02/20	11/02/20	11/02/20	11/02/20	11/03/20	11/10/20
Nov 2020	2nd	11/02/20	11/15/20	11/13/20	11/16/20	11/16/20	11/16/20	11/16/20	11/17/20	11/25/20
Dec 2020	1st	11/16/20	11/29/20	11/25/20 (Wednesday)	11/30/20	11/30/20	11/30/20	11/30/20	12/01/20	12/09/20
Dec 2020	2nd	11/30/20	12/13/20	12/11/20	12/14/20	12/14/20	12/14/20	12/14/20	12/15/2020 (10:00 AM)	12/23/20
Jan 2021	1st	12/14/20	12/27/20	12/22/20 (Tuesday)	12/28/20	12/28/20 (9:00 AM)	12/28/20 (9:00 AM)	12/28/20 (9:00 AM)	12/28/20 (Monday 12:00 PM)	01/06/21
Jan 2021	2nd	12/28/20	01/10/21	01/08/21	01/11/21	01/11/21	01/11/21	01/11/21	01/12/21	01/20/21
Feb 2021	1st	01/11/21	01/24/21	01/22/21	01/25/21	01/25/21	01/25/21	01/25/21	01/26/21	02/03/21
Feb 2021	2nd	01/25/21	02/07/21	02/05/21	02/08/21	02/08/21	02/08/21	02/08/21	02/09/21	02/17/21
Mar 2021	1st	02/08/21	02/21/21	02/19/21	02/22/21	02/22/21	02/22/21	02/22/21	02/23/21	03/03/21
Mar 2021	2nd	02/22/21	03/07/21	03/05/21	03/08/21	03/08/21	03/08/21	03/08/21	03/09/21	03/17/21
Mar 2021	3rd	03/08/21	03/21/21	03/19/21	03/22/21	03/22/21	03/22/21	03/22/21	03/23/21/202 (10:00 AM)	03/31/21
Apr 2021	1st	03/22/21	04/04/21	04/02/21	04/05/21	04/05/21	04/05/21	04/05/21	04/06/21	04/14/21
Apr 2021	2nd	04/05/21	04/18/21	04/16/21	04/19/21	04/19/21	04/19/21	04/19/21	04/20/21	04/28/21
May 2021	1st	04/19/21	05/02/21	04/30/21	05/03/21	05/03/21	05/03/21	05/03/21	05/04/21	05/12/21
May 2021	2nd	05/03/21	05/16/21	05/14/21	05/17/21	05/17/21	05/17/21	05/17/21	05/18/21	05/26/21
Jun 2021	1st	05/17/21	05/30/21	05/28/21	05/31/21	05/31/21	05/31/21	05/31/21	06/01/21	06/09/21
Jun 2021	2nd	05/31/21	06/13/21	06/11/21	06/14/21	06/14/21	06/14/21	06/14/21	06/15/21	06/23/21

*In order for a change to be included in a specific biweekly payroll, the required forms must be submitted
to the appropriate office by 12:00 PM on the due date.
Human Resources main campus (100 Overlook, 4th Floor), Human Resources PPPL, or Student Employment Office.*

Important Notes
Due to Independence Day, Time and Labor approvals must be completed by 10:00 AM on Tuesday June 30th.
Due to Labor Day, Time and Labor approvals must be completed by 2:00 PM on Tuesday September 8th.
Due to the New Year's Holiday, Time and Labor approvals must be completed by 12:00 PM on Monday December 28th.
Pay Period Ending 3/21/21 - Time and Labor approvals must be completed by 10:00 AM on Tuesday March 23rd.