

PAYROLL CALENDAR for Fiscal Year 2021 (July 1, 2020 to June 30, 2021)

PLEASE NOTE: To ensure payment on the following distribution dates all appropriate paperwork must be received by the due date shown below!

PAY Type, # see below	PAYROLL PERIODS	Paperwork deadline to HR	Time Entry dates for employees & originators	Approval Deadline 11:59 PM	Direct Deposit Distribution Dates DATES
SM14	July 1-15, 2020	7-Jul	**Jul 14	Jul-16	Wednesday, July 22, 2020
SM15	July 16-31, 2020	20-Jul	Jul 16-31	Aug-03	Friday, August 7, 2020
SM16	Aug. 1-15, 2020	4-Aug	Aug 1-15	Aug-17	Friday, August 21, 2020
SM17	Aug. 16-31, 2020	18-Aug	Aug 16-31	Sep-01	Friday, September 4, 2020
SM18	Sept. 1-15, 2020	8-Sep	Sep 1-15	Sep-16	Tuesday, September 22, 2020
SM19	Sept. 16-30, 2020	23-Sep	Sep 16-30	Oct-01	Wednesday, October 7, 2020
SM20	Oct. 1-15, 2020	7-Oct	Oct 1-15	Oct-16	Thursday, October 22, 2020
SM21	Oct. 16-31, 2020	21-Oct	Oct 16-31	Nov-02	Friday, November 6, 2020
SM22	Nov. 1-15, 2020	4-Nov	Nov 1-15	Nov-16	Friday, November 20, 2020
SM23	Nov. 16-30, 2020	18-Nov	Nov 16-30	Dec-01	Monday, December 7, 2020
SM24	Dec. 1- 15, 2020	7-Dec	Dec 1-15	Dec-16	Tuesday, December 22, 2020
SM1	Dec. 16-31, 2020	17-Dec	Dec 16-31	Jan-04	Thursday, January 7, 2021
SM2	Jan. 1-15, 2021	6-Jan	Jan 1-15	Jan-19	Friday, January 22, 2021
SM3	Jan. 16-31, 2021	21-Jan	Jan 16-31	Feb-01	Friday, February 5, 2021
SM4	Feb. 1-15, 2021	4-Feb	Feb 1-15	Feb-16	Monday, February 22, 2021
SM5	Feb. 16-28, 2021	18-Feb	Feb 16-28	Mar-01	Friday, March 5, 2021
SM6	March 1-15, 2021	5-Mar	Mar 1-15	Mar-16	Monday, March 22, 2021
SM7	March 16-31, 2021	19-Mar	Mar 16-31	Apr-01	Wednesday, April 7, 2021
SM8	April 1-15, 2021	5-Apr	Apr 1-15	Apr-16	Thursday, April 22, 2021
SM9	April 16-30, 2021	19-Apr	Apr 16-30	May-03	Friday, May 7, 2021
SM10	May 1-15, 2021	5-May	May 1-15	May-17	Friday, May 21, 2021
SM11	May 16-31, 2021	19-May	May 16-31	Jun-01	Monday, June 7, 2021
SM12	June 1-15, 2021	4-Jun	Jun 1-15	Jun-16	Tuesday, June 22, 2021
SM13	June 16-30, 2021	18-Jun	Jun 16-30	Jul-01	Wednesday, July 7, 2021

Legend: Summer Spring Fall

**** Please note: Time entry for SM14 won't be opened until July 14, 2020 to allow time for year end processing.**

- The official workweek of SLCC is: Saturday at 12:00 pm until the next Friday at 11:59 pm

- If you need to enter time that was missed on a previous payroll please enter the total hours on a Saturday and add notes in the comments section.