

July 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27-Jun	28-Jun	29-Jun	30-Jun	1	2	3
				KEY DAILY	KEY DAILY	
4	JULY 4 HOLIDAY FOR ALL	6	7	8	9	10
		PRs DUE IN (7/1-7/9)	Off Cycle Payroll Processing for June Accruals Pay date 7/9/21		9 Off Cycle Payday PRE-PROCESS (7/1-7/9) <small>HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm</small>	
		KEY DAILY	DO NOT KEY	KEY DAILY	Key until 12 Noon Approval cut-off 2 PM	
11	12	13	14	15	16	17
		PROCESS (7/1-7/9)			OFF PAYDAY (7/1-7/9)	
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY	
18	19	20	21	22	23	24
	PRs DUE IN (7/10-7/23)			PRE-PROCESS (7/10-7/23) <small>HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm</small>	OFF	
	KEY DAILY	KEY DAILY	KEY DAILY	Key until 12 Noon Approval cut-off 2 PM	DO NOT KEY	
25	26	27	28	29	30	31
		PROCESS (7/10-7/23)			PAYDAY (7/10 - 7/23)	
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY	

August 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25-Jul	26-Jul	27-Jul PROCESS (7/10-7/23)	28-Jul	29-Jul	30-Jul PAYDAY (7/10-7/23)	31-Jul
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY	
1	2	3 PRs DUE IN (7/24-8/6)	4	5	6 PRE-PROCESS (7/24-8/6) <small>HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm Key until 12 Noon Approval cut-off 2 PM</small>	7
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY		
8	9	10 PROCESS (7/24-8/6) First Day of School	11	12	13 PAYDAY (7/24-8/6)	14
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY	
15	16	17 PRs DUE IN (8/7-8/20)	18	19	20 PRE-PROCESS (8/7-8/20) <small>HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm Key until 12 Noon Approval cut-off 2 PM</small>	21
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY		
22	23	24 PROCESS (8/7-8/20)	25	26	27 PAYDAY (8/7-8/20)	28
	DO NOT KEY	DO NOT KEY				
29	30 PRs DUE IN (8/21-9/3)	31				
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY	

September 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29-Aug	30-Aug PRs DUE IN (8/21-9/3)	31-Aug	1	2 PRE-PROCESS (8/21-9/3) HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm Key until 12 Noon Approval cut-off 2 PM	3	4
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY	DO NOT KEY	
5	6 LABOR DAY HOLIDAY FOR ALL	7 PROCESS (8/21-9/3)	8	9	10 PAYDAY (8/21-9/3)	11
		DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY	
12	13	14 PRs DUE IN (9/4-9/17)	15	16	17 PRE-PROCESS (9/4-9/17) HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm Key until 12 Noon Approval cut-off 2 PM	18
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY	
19	20	21 PROCESS (9/4-9/17)	22	23	24 PAYDAY (9/4-9/17)	25
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY	
26	27	28 PRs DUE IN (9/18-10/1)	29	30	1-Oct PRE-PROCESS (9/18-10/1) HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm Key until 12 Noon Approval cut-off 2 PM	2-Oct
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY	

October 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26-Sep	27-Sep	28-Sep PRs DUE IN (9/18-10/1)	29-Sep	30-Sep	1 PRE-PROCESS (9/18-10/1) HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm Key until 12 Noon Approval cut-off 2 PM	2
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY Approval cut-off 2 PM	
3	4	5 PROCESS (9/18-10/1)	6	7	8 PAYDAY (9/18-10/1)	9
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY	
10	11	12 PRs DUE IN (10/2-10/15)	13	14	15 PRE-PROCESS (10/2-10/15) HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm Key until 12 Noon Approval cut-off 2 PM	16
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY Approval cut-off 2 PM	
17	18	19 PROCESS (10/2-10/15)	20	21	22 PAYDAY (10/2-10/15)	23
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY	
24	25	26 PRs DUE IN (10/16-10/29)	27	28	29 PRE-PROCESS (10/16-10/29) HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm Key until 12 Noon Approval cut-off 2 PM	30
31	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY Approval cut-off 2 PM	

November 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31-Oct	1 DO NOT KEY	2 PROCESS (10/16-10/29) DO NOT KEY	3 KEY DAILY	4 KEY DAILY	5 PAYDAY (10/16-10/29) KEY DAILY	6
7	8 KEY DAILY	9 PRs DUE IN (10/30-11/12) KEY DAILY	10 KEY DAILY	11 VETERANS' DAY HOLIDAY FOR ALL	12 PRE-PROCESS (10/30-11/12) HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm Key until 12 Noon Approval cut-off 2 PM	13
14	15 DO NOT KEY	16 PROCESS (10/30-11/12) DO NOT KEY	17 KEY DAILY	18 KEY DAILY	19 PAYDAY (10/30-11/12) PRs DUE IN (11/13-11/26) KEY DAILY	20
21	22 KEY DAILY	23 PRE-PROCESS (11/13-11/26) HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm Key until 12 Noon Approval cut-off 2 PM	24 DO NOT KEY	25 THANKSGIVING HOLIDAY FOR ALL	26 THANKSGIVING HOLIDAY FOR ALL	27
28	29 DO NOT KEY	30 PROCESS (11/13-11/26) DO NOT KEY	01-Dec	02-Dec	03-Dec PAYDAY (11/13-11/26) KEY DAILY	04-Dec

December 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28-Nov	29-Nov	30-Nov PROCESS (11/13-11/26)	1	2	3 PAYDAY (11/13-11/26)	4
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY	
5	6	7 PRs DUE IN (11/27-12/10)	8	9	10 PRE-PROCESS (11/27-12/10) <small>HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm Key until 12 Noon Approval cut-off 2 PM</small>	11
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY		
12	13	14 PROCESS (11/27-12/10)	15	16	17 PAYDATE (11/27-12/10) PRE-PROCESS (12/11-12/24) <small>HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm</small>	18
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY		
19	20	21 PROCESS (12/11-12/24)	22	23 WINTER HOLIDAY FOR ALL	24 WINTER HOLIDAY FOR ALL	25
	DO NOT KEY	DO NOT KEY	KEY DAILY	WINTER BREAK	WINTER BREAK	
26	27	28	29	30	31 PAYDAY (12/11-12/24) NEW YEAR DAY HOLIDAY FOR ALL	01-Jan NEW YEARS' DAY
	WINTER BREAK	WINTER BREAK	WINTER BREAK	WINTER BREAK		

January 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26-Dec	27-Dec	28-Dec	29-Dec	30-Dec	31-Dec	1
					PAYDAY (12/11-12/24)	
					NEW YEAR DAY HOLIDAY FOR ALL	
	WINTER BREAK	WINTER BREAK	WINTER BREAK	WINTER BREAK		
2	3	4	5	6	7	8
		PRs DUE IN (12/25-1/7)			PRE-PROCESS (12/25-1/7)	
					HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm	
					Key until 12 Noon	
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY	Approval cut-off 2 PM	
9	10	11	12	13	14	15
		PROCESS (12/25-1/7)			PAYDAY (12/25-1/7)	
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY	
16	17	18	19	20	21	22
	MARTIN L. KING HOLIDAY FOR ALL	PRs DUE IN (1/8-1/21)			PRE-PROCESS (1/8-1/21)	
					HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm	
					Key until 12 Noon	
		KEY DAILY	KEY DAILY	KEY DAILY	Approval cut-off 2 PM	
23	24	25	26	27	28	29
		PROCESS (1/8-1/21)			PAYDAY (1/8-1/21)	
	DO NOT KEY					
30	31					
	KEY DAILY	DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY	

February 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30-Jan	31-Jan	1 PRs DUE IN (1/22-2/4)	2	3	4 PRE-PROCESS (1/22-2/4) HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm Key until 12 Noon Approval cut-off 2 PM	5
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY	
6	7	8 PROCESS (1/22-2/4)	9	10	11 PAYDAY (1/22-2/4)	12
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY	
13	14	15 PRs DUE IN (2/5-2/18)	16	17	18 PRE-PROCESS (2/5-2/18) HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm Key until 12 Noon Approval cut-off 2 PM	19
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY	
20	21	22 PROCESS (2/5-2/18)	23	24	25 PAYDAY (2/5-2/18)	26
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY	
27	28	1-Mar PRs DUE IN (2/19-3/4)	2-Mar	3-Mar	4-Mar PRE-PROCESS (2/19-3/4) HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm Key until 12 Noon Approval cut-off 2 PM	5-Mar
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY	

March 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27-Feb	28-Feb	1 PRs DUE IN (2/19-3/4)	2	3	4 PRE-PROCESS (2/19-3/4) HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm Key until 12 Noon Approval cut-off 2 PM	5
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY		
6	7	8 PROCESS (2/19-3/4) PRs DUE IN (3/5-3/18)	9	10	11 PAYDAY (2/19-3/4) PRE-PROCESS (3/5-3/18) HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm Key until 12/Apr 2 pm	12
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY		
13	14	15	16	17	18	19
	SPRING BREAK	SPRING BREAK	SPRING BREAK	SPRING BREAK	SPRING BREAK	
	DO NOT KEY	DO NOT KEY	DO NOT KEY	DO NOT KEY	DO NOT KEY	
20	21	22 PROCESS (3/5-3/18)	23	24	25 PAYDAY (3/5-3/18)	26
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY	
27	28	29 PRs DUE IN (3/19-4/1)	30	31	1-Apr PRE-PROCESS (3/19-4/1) HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm Key until 12 Noon Approval cut-off 2 PM	2-Apr
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY		

April 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27-Mar	28-Mar	29-Mar PRs DUE IN (3/19-4/1)	30-Mar	31-Mar	1 PRE-PROCESS (3/19-4/1) HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm Key until 12 Noon Approval cut-off 2 PM	2
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY		
3	4	5 PROCESS (3/19-4/1)	6	7	8 PAYDAY (3/19-4/1)	9
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY	
10	11 PRs DUE IN (4/2-4/15)	12	13	14 PRE-PROCESS (4/2-4/15) HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm Key until 12 Noon Approval cut-off 2 PM	15 SPRING HOLIDAY FOR ALL	16
	KEY DAILY	KEY DAILY	KEY DAILY		DO NOT KEY	
17	18	19 PROCESS (4/2-4/15)	20	21	22 PAYDAY (4/2-4/15)	23
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY	
24	25	26 PRs DUE IN (4/16-4/29)	27	28	29 PRE-PROCESS (4/16-4/29) HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm Key until 12 Noon Approval cut-off 2 PM	30
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY		

May 2022

May 2022						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 PROCESS (4/16-4/29)	4	5	6 PAYDAY (4/16-4/29)	7
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY	
8	9	10 PRs DUE IN (4/30-5/13)	11	12	13 PRE-PROCESS (4/30-5/13) <small>HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm</small>	14
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY	Key until 12 Noon Approval cut-off 2 PM	
15	16	17 PROCESS (4/30-5/13)	18	19	20 PAYDAY (4/30-5/13)	21
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	PRs DUE IN (5/14-6/9) KEY DAILY	
22	23	24	25 PRE-PROCESS B1-B3,B6,B7(5/14 - 5/27) B5 (5/14-6/9) T1, T2 (5/14-6/3) <small>Key until 12 Noon</small> <small>Approval cut-off 2 PM</small>	26	27 PROCESS B1-B3,B6,B7(5/14 - 5/27) B5 (5/14-6/9) T1, T2 (5/14-6/3)	28
	KEY DAILY	KEY DAILY	Approval cut-off 2 PM	DO NOT KEY	DO NOT KEY	
29	30 MEMORIAL DAY HOLIDAY FOR ALL	31 PRE-PROCESS T2, B5-B6 (12) <small>Key until 12 Noon</small> <small>Approval cut-off 2 PM</small>	1-Jun PROCESS T2, B5-B6 (12)	2-Jun PROCESS T2, B5-B6 (13)	3-Jun B1-B3, B6 B7(5/14 - 5/27) B5 (5/14-6/09) PROCESS T2, B5-B6 (14)	4-Jun T1&T2 (5/14-6/03) PAYDAY 06/03/22
		Key until 12 Noon Approval cut-off 2 PM	PRE-PROCESS T2, B5-B6 (13)	PRE-PROCESS T2, B5-B6 (14)	PRE-PROCESS T2 (15)	

June 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29-May	30-May MEMORIAL DAY HOLIDAY FOR ALL	31-May	1	2	3	4
		PRE-PROCESS T2, B5-B6 (12) Key until 12 Noon Approval cut-off 2 PM	PROCESS T2, B5-B6 (12)	PROCESS T2, B5-B6 (13)	PAYDAY B1-B3, B6 B7(5/14 - 5/27) B5 (5/14-6/09)	T1&T2 (5/14-6/03) PAYDAY 06/03/22
			PRE-PROCESS T2, B5-B6 (13)	PRE-PROCESS T2, B5-B6 (14)	PROCESS T2, B5-B6 (14) PRE-PROCESS T2 (15)	
5	6	7	8	9	10	11
	PROCESS T2 (15)		PROCESS B1-B3, B7 (5/28-6/10) T1 (6/4-6/10)	PROCESS (B7 (13) AT 9:00 A.M.	OFF	
	PRE-PROCESS B1-B3, B7 (5/28-6/10) T1 (6/4- 6/10)		PRE-PROCESS B7 (13)			
12	13	14	15	16	17	18
	PRE-PROCESS B1-B3,T1 (6/11-6/30) T2 (6/12-6/30) B5 (6/16-6/30) B6 (6/3-6/30) B7 (6/13-6/30)		PROCESS B1-B3,T1 (6/11-6/30) T2 (6/12-6/30) B5 (6/16-6/30) B6 (6/3-6/30) B7 (6/13-6/30)		OFF	
					PAYDAY B1-B3, B7 (5/28-6/10) T1 (6/4-6/10)	
19	20	21	22	23	24	25
					OFF	
					PAYDAY T2, B5-B6 (12)	
26	27	28	29	30	1-Jul	2-Jul
	PAYDAY T2, B5-B6 (13)	PAYDAY T2, B5-B6 (14) B7 (13)	PAYDAY T2 (15)	PAYDAY B1-B3,T1 (6/11-6/30) T2 (6/12-6/30) B5 (6/16-6/30) B6 (6/3-6/30) B7 (6/13-6/30)		