

**M1 Payroll Schedule
January 2021 - December 2021**

Period	Start Date	End Date	Pay	Payroll Run Day	Deadlines are 5:00 PM		
					Manager Timecard Approval Deadline		Deadline for Documents to HRSC to Meet Payroll
					With Supplementary Pay	Without Supplementary Pay	
1 2021 Calendar Month	1-Jan-21	31-Jan-21	29-Jan-21	26-Jan-21	25-Jan-21	9-Feb-21	8-Jan-21
2 2021 Calendar Month	1-Feb-21	28-Feb-21	26-Feb-21	23-Feb-21	22-Feb-21	9-Mar-21	9-Feb-21
3 2021 Calendar Month	1-Mar-21	31-Mar-21	31-Mar-21	24-Mar-21	23-Mar-21	23-Mar-21	9-Mar-21
4 2021 Calendar Month	1-Apr-21	30-Apr-21	30-Apr-21	21-Apr-21	20-Apr-21	6-May-21	8-Apr-21
5 2021 Calendar Month	1-May-21	31-May-21	28-May-21	19-May-21	18-May-21	4-Jun-21	7-May-21
6 2021 Calendar Month	1-Jun-21	30-Jun-21	30-Jun-21	24-Jun-21	23-Jun-21	8-Jul-21	7-Jun-21
7 2021 Calendar Month	1-Jul-21	31-Jul-21	30-Jul-21	26-Jul-21	23-Jul-21	6-Aug-21	9-Jul-21
8 2021 Calendar Month	1-Aug-21	31-Aug-21	31-Aug-21	25-Aug-21	24-Aug-21	7-Sep-21	9-Aug-21
9 2021 Calendar Month	1-Sep-21	30-Sep-21	29-Sep-21	22-Sep-21	21-Sep-21	5-Oct-21	8-Sep-21
10 2021 Calendar Month	1-Oct-21	31-Oct-21	29-Oct-21	20-Oct-21	19-Oct-21	4-Nov-21	7-Oct-21
11 2021 Calendar Month	1-Nov-21	30-Nov-21	30-Nov-21	25-Nov-21	24-Nov-21	6-Dec-21	5-Nov-21
12 2021 Calendar Month	1-Dec-21	31-Dec-21	31-Dec-21	28-Dec-21	23-Dec-21	6-Jan-22	7-Dec-21

There are two timecard approval deadlines for managers to follow. See below:

- Timecards **with** supplementary pay (e.g. Overtime / Camp Differential), follow the 1st column.
- Timecards **with no** supplementary pay, follow the 2nd column.

**** See Commuication regarding Fiscal Year End Timecard Requirements**