

BI-WEEKLY SCHEDULE OF PAYROLL PERIODS FOR TAX YEAR 2021

| Month | PAYPERIOD | | CHANGES DUE BY | TIMECARDS DUE BY | PAYDAY | BW |
|-------|------------|------------|----------------|------------------|------------|----|
| | Begin | End | WEDNESDAY | MONDAY 9:00am | FRIDAY | |
| JAN | 12/21/2020 | 1/3/2021 | 12/30/2020 | 1/4/2021 | 1/8/2021 | 1 |
| | 1/4/2021 | 1/17/2021 | 1/13/2021 | 1/18/2021 | 1/22/2021 | 2 |
| FEB | 1/18/2021 | 1/31/2021 | 1/27/2021 | 2/1/2021 | 2/5/2021 | 3 |
| | 2/1/2021 | 2/14/2021 | 2/10/2021 | 2/15/2021 | 2/19/2021 | 4 |
| MAR | 2/15/2021 | 2/28/2021 | 2/24/2021 | 3/1/2021 | 3/5/2021 | 5 |
| | 3/1/2021 | 3/14/2021 | 3/10/2021 | 3/15/2021 | 3/19/2021 | 6 |
| APR | 3/15/2021 | 3/28/2021 | 3/24/2021 | 3/29/2021 | 4/2/2021 | 7 |
| | 3/29/2021 | 4/11/2021 | 4/7/2021 | 4/12/2021 | 4/16/2021 | 8 |
| MAY | 4/12/2021 | 4/25/2021 | 4/21/2021 | 4/26/2021 | 4/30/2021 | 9 |
| | 4/26/2021 | 5/9/2021 | 5/5/2021 | 5/10/2021 | 5/14/2021 | 10 |
| JUN | 5/10/2021 | 5/23/2021 | 5/19/2021 | 5/24/2021 | 5/28/2021 | 11 |
| | 5/24/2021 | 6/6/2021 | 6/2/2021 | 6/7/2021 | 6/11/2021 | 12 |
| JUL | 6/7/2021 | 6/20/2021 | 6/16/2021 | 6/21/2021 | 6/25/2021 | 13 |
| | 6/21/2021 | 7/4/2021 | 6/30/2021 | 7/5/2021 | 7/9/2021 | 14 |
| AUG | 7/5/2021 | 7/18/2021 | 7/14/2021 | 7/19/2021 | 7/23/2021 | 15 |
| | 7/19/2021 | 8/1/2021 | 7/28/2021 | 8/2/2021 | 8/6/2021 | 16 |
| SEPT | 8/2/2021 | 8/15/2021 | 8/11/2021 | 8/16/2021 | 8/20/2021 | 17 |
| | 8/16/2021 | 8/29/2021 | 8/25/2021 | 8/30/2021 | 9/3/2021 | 18 |
| OCT | 8/30/2021 | 9/12/2021 | 9/8/2021 | 9/13/2021 | 9/17/2021 | 19 |
| | 9/13/2021 | 9/26/2021 | 9/22/2021 | 9/27/2021 | 10/1/2021 | 20 |
| NOV | 9/27/2021 | 10/10/2021 | 10/6/2021 | 10/11/2021 | 10/15/2021 | 21 |
| | 10/11/2021 | 10/24/2021 | 10/20/2021 | 10/25/2021 | 10/29/2021 | 22 |
| DEC | 10/25/2021 | 11/7/2021 | 11/3/2021 | 11/8/2021 | 11/12/2021 | 23 |
| | 11/8/2021 | 11/21/2021 | 11/17/2021 | 11/22/2021 | 11/26/2021 | 24 |
| DEC | 11/22/2021 | 12/5/2021 | 12/1/2021 | 12/6/2021 | 12/10/2021 | 25 |
| | 12/6/2021 | 12/19/2021 | 12/15/2021 | 12/20/2021 | 12/24/2021 | 26 |

PLEASE NOTE: TO MAKE CORRECTION TO YOUR TIME CARD DO THE FOLLOWING:

Draw ONE (1) line through the mistake and initial change.

Carefully write the correct data as close to the original entry as possible.

TIME CARDS WITH WHITE-OUT OR SCRIBBLED OUT INFORMATION WILL NOT BE ACCEPTABLE!!

ALL TIMECARDS NEED TO BE DONE ELECTRONICALLY AND APPROVED BY SUPERVISOR!!!!

TIME CARDS THAT ARE LATE PLEASE CONTACT PAYROLL AT X-5510

OR EMAIL payroll@npe.nmt.edu