

## 2021 Hourly Payroll Calendar and Timekeeping Approval Dates

<u>Hourly Pay Period</u>	<u>Deadline for All Hourly timekeeping submissions, edits and approvals*</u>	<u>Pay Date</u>
12/27/2020- 1/9/2021	1/11/2021	1/15/2021
1/10/2021- 1/23/2021	1/25/2021	1/29/2021
1/24/2021- 2/6/2021	2/8/2021	2/12/2021
2/7/2021- 2/20/2021	2/22/2021	2/26/2021
2/21/2021- 3/6/2021	3/8/2021	3/12/2021
3/7/2021- 3/20/2021	3/22/2021	3/26/2021
3/21/2021- 4/3/2021	4/5/2021	4/9/2021
4/4/2021- 4/17/2021	4/19/2021	4/23/2021
4/18/2021- 5/1/2021	5/3/2021	5/7/2021
5/2/2021- 5/15/2021	5/17/2021	5/21/2021
5/16/2021- 5/29/2021	5/31/2021	6/4/2021
5/30/2021- 6/12/2021	6/14/2021	6/18/2021
6/13/2021- 6/26/2021	6/28/2021	7/2/2021
6/27/2021- 7/10/2021	7/12/2021	7/16/2021
7/11/2021- 7/24/2021	7/26/2021	7/30/2021
7/25/2021- 8/7/2021	8/9/2021	8/13/2021
8/8/2021- 8/21/2021	8/23/2021	8/27/2021
8/22/2021- 9/4/2021	9/6/2021	9/10/2021
9/5/2021- 9/18/2021	9/20/2021	9/24/2021
9/19/2021- 10/2/2021	10/4/2021	10/8/2021
10/3/2021- 10/16/2021	10/18/2021	10/22/2021
10/17/2021- 10/30/2021	11/1/2021	11/5/2021
10/31/2021- 11/13/2021	11/15/2021	11/19/2021
11/14/2021- 11/27/2021	11/29/2021	12/3/2021
11/28/2021- 12/11/2021	12/13/2021	12/17/2021
12/12/2021- 12/25/2021	12/27/2021	12/31/2021
12/26/2021- 1/8/2022	1/10/2022	1/14/2022

\*Please note all TimeSaver corrections and paperwork affecting an employee's paycheck for the upcoming pay date is to be received in HR by 4pm on this date

\*If the payroll deadline falls on a holiday, departments will need to make arrangements to have someone available in their office to meet this deadline.

\*Deadlines and pay dates are subject to change. Any changes will be communicated on the myLU webpage.

This form is available on the HR website at: <http://www.liberty.edu/media/1312/homepage/2011%20Payroll%20Calendar.pdf>