



## PAYROLL CALENDAR 2020-2021

ALL CONTRACT/REGULAR FACULTY, MANAGEMENT & CLASSIFIED EMPLOYEES (END OF THE MONTH)					
Employee changes received after the deadline will be processed on the following pay period.					
MONTH	PAY PERIOD BEG & END DATES	MISC. DEDUCTIONS ADD/CHANGE DEADLINE DUE IN ESS & PAYROLL 5:00PM	MANAGER'S FINAL (ESS) APPROVAL DEADLINE 5:00 P.M.	PAYDAY	CAMPUS CLOSURES - HOLIDAYS
JULY	7/1 - 7/31	7/15/2020	7/20/2020	7/31/2020	7/3
AUGUST	8/1 - 8/31	8/15/2020	8/20/2020	8/31/2020	
SEPTEMBER	9/1 - 9/30	9/15/2020	9/20/2020	9/30/2020	9/7
OCTOBER	10/1 - 10/31	10/15/2020	10/20/2020	10/30/2020	
NOVEMBER	11/1 - 11/30	11/15/2020	11/13/2020	11/30/2020	11/11, 11/26, 11/27
DECEMBER	12/1 - 12/31	12/3/2020	12/4/2020	12/23/2020	12/24,12/25,12/28,12/31
JANUARY	1/1 - 1/31	1/15/2021	1/20/2021	1/29/2021	1/1, 1/18
FEBRUARY	2/1 - 2/28	2/15/2021	2/20/2021	2/26/2021	2/12, 2/15
MARCH	3/1 - 3/31	3/15/2021	3/20/2021	3/31/2021	3/12, 3/31
APRIL	4/1 - 4/30	4/15/2021	4/20/2021	4/30/2021	
MAY	5/1 - 5/31	5/15/2021	5/20/2021	5/28/2021	5/31
JUNE	6/1 - 6/30	6/15/2021	6/20/2021	6/30/2021	

*New hires, lateral transfers, promotions, and reclassification start dates will be effective on the first of the month*

ALL HOURLY EMPLOYEES & FACULTY OVERLOAD (10THLY PAYROLL)						
Employee changes received after the deadline will be processed on the following pay period.						
MONTH	PAY PERIOD BEG & END DATES	MISC. DEDUCTIONS ADD/CHANGE DEADLINE DUE IN ESS & PAYROLL 5:00PM	ESS ENTRIES DUE BY 5:00 P.M.	MANAGER'S FINAL (ESS) APPROVAL DEADLINE 12:00 P.M.	PAYDAY	CAMPUS CLOSURES - HOLIDAYS
JULY	7/1 - 7/31	7/15/2020	Friday--7/31	8/3/2020	8/10/2020	7/3
AUGUST	8/1 - 8/31	8/15/2020	Monday--8/31	9/1/2020	9/10/2020	
SEPTEMBER	9/1 - 9/30	9/15/2020	Wednesday--9/30	10/1/2020	10/9/2020	9/7
OCTOBER	10/1 - 10/31	10/15/2020	Friday--10/30	11/2/2020	11/10/2020	
NOVEMBER	11/1 - 11/30	11/15/2020	Monday--11/30	12/1/2020	12/10/2020	11/11, 11/26, 11/27
DECEMBER	12/1 - 12/31	12/3/2020	Friday--12/18	12/21/2020	1/8/2021	12/24,12/25,12/28,12/31
JANUARY	1/1 - 1/31	1/15/2021	Friday--1/29	2/1/2021	2/10/2021	1/1, 1/18
FEBRUARY	2/1 - 2/28	2/15/2021	Friday--2/26	3/1/2021	3/10/2021	2/12, 2/15
MARCH	3/1 - 3/31	3/15/2021	Tuesday--3/30	4/1/2021	4/9/2021	3/12, 3/31
APRIL	4/1 - 4/30	4/15/2021	Friday--4/30	5/3/2021	5/10/2021	
MAY	5/1 - 5/31	5/15/2021	Friday--5/28	6/1/2021	6/10/2021	5/31
JUNE	6/1 - 6/30	6/15/2021	Wednesday--6/30	7/1/2021	7/9/2021	

*New hires, lateral transfers, promotions, and reclassification start dates will be effective on the first of the month*

**REPLACEMENT CHECKS REQUEST:** Warrant Replacement Affidavit must be filled out. Visit the Payroll Department in Admin. #208.

**PAYROLL QUESTIONS AND INQUIRIES:** Email payroll@deltacollege.edu.