

2020 - 2021 PAYROLL PERIOD AND TIME ENTRY DEADLINE DATES

| | | | |
|--|--|--|--|
| SEPTEMBER 2020 | OCTOBER 2020 | NOVEMBER 2020 | DECEMBER 2020 |
| Pay Period: 08/16/20 - 09/15/20 | Pay Period: 09/16/20 - 10/15/20 | Pay Period: 10/16/20 - 11/15/20 | Pay Period: 11/16/20 - 12/15/20 |
| Last Workday in Period: Tues 09/15/20 | Last Workday in Period: Thur 10/15/20 | Last Workday in Period: Fri 11/13/20 | Last Workday in Period: Tues 12/15/20 |
| Time Entry Deadline: Wed 09/16/2020 4PM | Time Entry Deadline: Fri 10/16/2020 4PM | Time Entry Deadline: Mon 11/16/2020 4PM | Time Entry Deadline: Wed 12/16/2020 4PM |
| ER Reporting Deadline: 09/11/20 4PM | ER Reporting Deadline: 10/12/20 4PM | ER Reporting Deadline: 11/12/19 4PM | ER Reporting Deadline: 12/11/20 4PM |
| Pay Day: Wed 09/30/2020 | Pay Day: Fri 10/30/2020 | Pay Day: Mon 11/30/2019 | Pay Day: Thur 12/31/2020 |
| JANUARY 2021 | FEBRUARY 2021 | MARCH 2021 | APRIL 2021 |
| Pay Period: 12/16/20 - 01/15/21 | Pay Period: 01/16/21 - 02/15/21 | Pay Period: 02/16/21 - 03/15/21 | Pay Period: 03/16/21 - 04/15/21 |
| Last Workday in Period: Fri 01/15/21 | Last Workday in Period: Mon 02/15/21 | Last Workday in Period: Mon 03/15/21 | Last Workday in Period: Thur 04/15/21 |
| Time Entry Deadline: Tue 01/19/2021 4PM | Time Entry Deadline: Tue 02/16/2021 4PM | Time Entry Deadline: Tue 03/16/2021 4PM | Time Entry Deadline: Fri 04/16/2021 4PM |
| ER Reporting Deadline: 01/12/21 4PM | ER Reporting Deadline: 02/12/21 4PM | ER Reporting Deadline: 03/12/21 4PM | ER Reporting Deadline: 04/12/21 4PM |
| Pay Day: Fri 01/29/2021 | Pay Day: Fri 02/26/2021 | Pay Day: Wed 03/31/2021 | Pay Day: Friday 04/30/2021 |
| MAY 2021 | JUNE 2021 | JULY 2021 | AUGUST 2021 |
| Pay Period: 04/16/21 - 05/15/21 | Pay Period: 05/16/21 - 6/15/21 | Pay Period: 06/16/21 - 07/15/21 | Pay Period: 07/16/21 - 08/15/21 |
| Last Workday in Period: Fri 05/14/21 | Last Workday in Period: Tue 06/15/21 | Last Workday in Period: Thur 07/15/21 | Last Workday in Period: Fri 08/13/21 |
| Time Entry Deadline: Mon 05/17/2021 4PM | Time Entry Deadline: Wed 06/16/2021 4PM | Time Entry Deadline: Fri 07/16/2021 4PM | Time Entry Deadline: Mon 08/16/2021 4PM |
| ER Reporting Deadline: 05/12/21 4PM | ER Reporting Deadline: 06/11/21 4PM | ER Reporting Deadline: 07/12/21 4PM | ER Reporting Deadline: 08/12/21 4PM |
| Pay Day: Fri 5/28/2021 | Pay Day: Wed 06/30/2021 | Pay Day: Fri 07/30/2021 | Pay Day: Tue 08/31/2021 |

VERY IMPORTANT: A copy of your Monthly Time Summary Report is due into the Payroll office (payroll@pps.net) by 1pm the day following the Time Entry Deadline. The report must be approved and signed by the Principal.