

JANUARY 2021

Working Days 21
Working Hours 168

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 New Year's Day CSU Holiday Bi-weekly Pay Period End	2
3	4	5 Bi-weekly TCP approvals for PPE 01/01 due 11:59 PM	6	7 Bi-weekly Payroll Processing	8 Bi-weekly Payroll Processing	9
10	11 **Deadline for Monthly paper work to be submitted Monthly TCP approvals for PPE 12/31 due 11:59 PM	12	13	14	15 Bi-weekly Pay Day for PPE1/01 Bi-weekly Pay Period End Monthly Payroll Processing	16
17	18 Martin Luther King, Jr Birthday CSU Holiday	19 Bi-weekly TCP approvals for PPE 01/15 due 11:59 PM Monthly Payroll Processing	20 Monthly Payroll Processing	21 Bi-weekly Payroll Processing Monthly Payroll Processing	22 Bi-weekly Payroll Processing	23
24	25	26	27	28	29 Bi-weekly Pay Day for PPE1/15 Bi-weekly Pay Period End Monthly Pay Day	30
31						

NOTES: **Any paper work submitted for a Salaried Employee after this date may result in a delay in payment and delay in the posting of their retirement.

FEBRUARY 2021

Working Days 20
Working Hours 160

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 Bi-weekly TCP approvals for PPE 01/29 due 11:59 PM	3	4 Bi-weekly Payroll Processing	5 Bi-weekly Payroll Processing	6
7	8	9	10 **Deadline for Monthly paper work to be submitted Monthly TCP approvals for PPE 01/31 due 11:59 PM	11	12 Bi-weekly Pay Day for PPE 01/29 Bi-weekly Pay Period End	13
14	15 Bi-weekly TCP approvals for PPE 02/12 due 11:59 PM Washington's Birthday Banks Closed	16 Bi-weekly Payroll Processing	17 Bi-weekly Payroll Processing	18 Monthly Payroll Processing	19 Monthly Payroll Processing	20
21	22	23	24	25	26 Bi-weekly Pay Day for PPE 02/12 Bi-weekly Pay Period End Monthly Pay Day	27
28						

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MARCH 2021

Working Days 23
Working Hours 184

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 Bi-weekly TCP approvals for PPE 02/26 due 11:59 PM	3	4 Bi-weekly Payroll Processing	5 Bi-weekly Payroll Processing	6
7	8	9	10 **Deadline for Monthly paper work to be submitted Monthly TCP approvals for PPE 02/28 due 11:59 PM	11	12 Bi-weekly Pay Day for PPE 02/26 Bi-weekly Pay Period End	13
14	15	16 Bi-weekly TCP approvals for PPE 03/12 due 11:59 PM	17 Bi-weekly Payroll Processing	18 Bi-weekly Payroll Processing	19 Monthly Payroll Processing	20
21	22 Monthly Payroll Processing	23 Monthly Payroll Processing	24	25 Monthly Payroll Processing	26 Bi-weekly Pay Day for PPE 03/12 Bi-weekly Pay Period End	27
28	29	30 Bi-weekly TCP approvals for PPE 03/26 due 11:59 PM	31 Monthly Pay Day			

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APRIL 2021

Working Days 22
Working Hours 176

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Bi-weekly Payroll Processing	2 Bi-weekly Payroll Processing	3
4	5	6	7	8	9 Bi-weekly Pay Day for PPE 03/26 Bi-weekly Pay Period End Monthly TCP approvals for PPE 03/31 due 11:59 PM **Deadline for Monthly paper work to be submitted	10
11	12 *Bi-weekly TCP approvals for PPE 04/09 due by NOON	13 *Bi-weekly Payroll Processing	14 *Bi-weekly Payroll Processing	15	16	17
SPRING BREAK						
18	19 Monthly Payroll Processing	20 Monthly Payroll Processing	21 Monthly Payroll Processing	22 Monthly Payroll Processing	23 Bi-weekly Pay Day for PPE 04/09 Bi-weekly Pay Period End	24
25	26	27 Bi-weekly TCP approvals for PPE 04/23 due 11:59 PM	28	29 Bi-weekly Payroll Processing	30 Bi-weekly Payroll Processing Monthly Pay Day	

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MAY 2021

Working Days 21
Working Hours 168

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7 Bi-weekly Pay Day for PPE 04/23 Bi-weekly Pay Period End	8
9	10 Monthly TCP approvals for PPE 04/30 due 11:59 PM **Deadline for Monthly paper work to be submitted	11 Bi-weekly TCP approvals for PPE 05/07 due 11:59 PM	12	13 Bi-weekly Payroll Processing	14 Bi-weekly Payroll Processing	15
16	17	18 Monthly Payroll Processing	19 Monthly Payroll Processing	20 Monthly Payroll Processing	21 10 Bi-weekly Pay Day 11 Bi-weekly PPE Monthly Payroll Processing	22
23	24	25 Bi-weekly TCP approvals for PPE 05/21 due 11:59 PM	26	27 Bi-weekly Payroll Processing	28 Bi-weekly Payroll Processing Monthly Pay Day	29
30	31 Memorial Day Observed CSU Holiday Banks closed No Quick Pays					

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JUNE 2021

Working Days 22
Working Hours 176

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 Bi-weekly Pay Day for PPE 05/21 Bi-weekly Pay Period End	5
6	7	8 Bi-weekly TCP approvals for PPE 06/04 due 11:59 PM	9	10 Monthly TCP approvals for PPE 05/31 due 11:59 PM **Deadline for Monthly paper work to be submitted Bi-weekly Payroll Processing	11 Bi-weekly Payroll Processing	12
13	14	15	16	17	18 Bi-weekly Pay Day for PPE 06/04 Bi-weekly Pay Period End Monthly Payroll Processing	19
20	21 Monthly Payroll Processing	22 Bi-weekly TCP approvals for PPE 06/18 due 11:59 PM Monthly Payroll Processing	23 Monthly Payroll Processing	24 New SC insurance rates & New PERA rates effective for Bi-weekly EE Bi-weekly Payroll Processing	25 Bi-weekly Payroll Processing	26
27	28	29	30 Monthly Pay Day			

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JULY 2021

Working Days 22
Working Hours 176

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 Bi-weekly Pay Day for PPE 06/18 Bi-weekly Pay Period End	3
4	5 Independence Day CSU Holiday Banks closed No Quick Pays	6 Bi-weekly TCP approvals for PPE 07/02 due 11:59 PM	7	8 Bi-weekly Payroll Processing	9 Monthly TCP approvals for PPE 06/30 due 11:59 PM Bi-weekly Payroll Processing **Deadline for Monthly paper work to be submitted	10
11	12	13	14	15	16 Bi-weekly Pay Day for PPE 07/02 Bi-weekly Pay Period End	17
18	19 Monthly Payroll Processing	20 Bi-weekly TCP approvals for PPE 07/16 due 11:59 PM New SC Insurance rates effective for Monthly EE Monthly Payroll Processing	21 Monthly Payroll Processing	22 Bi-weekly Payroll Processing Monthly Payroll Processing	23 Bi-weekly Payroll Processing	24
25	26	27	28	29	30 Bi-weekly Pay Day for PPE 07/16 Bi-weekly Pay Period End Monthly Pay Day	31

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AUGUST 2021

Working Days 22
Working Hours 176

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Bi-weekly TCP approvals for PPE 07/30 due 11:59 PM	4	5 Bi-weekly Payroll Processing	6 Bi-weekly Payroll Processing	7
8	9	10 Monthly TCP approvals for PPE 07/31 due 11:59 PM **Deadline for Monthly paper work to be submitted	11	12	13 Bi-weekly Pay Day for PPE 07/30 Bi-weekly Pay Period End	14
15	16 Bi-weekly TCP approvals for PPE 08/13 due 11:59 PM	17 Bi-weekly Payroll Processing	18 Bi-weekly Payroll Processing Monthly Payroll Processing	19 Monthly Payroll Processing	20 Monthly Payroll Processing	21
22	23 Monthly Payroll Processing	24	25	26	27 Bi-weekly Pay Day for PPE 08/13 Bi-weekly Pay Period End	28
29	30	31 Bi-weekly TCP approvals for PPE 08/27 due 11:59 PM Monthly Pay Day				

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SEPTEMBER 2021

Working Days 22
Working Hours 176

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
				Bi-weekly Payroll Processing	Bi-weekly Payroll Processing	
5	6 Labor Day CSU Holiday Banks closed No Quick Pays	7	8	9	10 Bi-weekly Pay Day for PPE 08/27 Bi-weekly Pay Period End Monthly TCP approvals for PPE 08/31 due 11:59 PM **Deadline for Monthly paper work to be submitted	11
12	13	14 Bi-weekly TCP approvals for PPE 09/10 due 11:59 PM	15	16 Bi-weekly Payroll Processing	17 Bi-weekly Payroll Processing	18
19	20 Monthly Payroll Processing	21 Monthly Payroll Processing	22 Monthly Payroll Processing	23 Monthly Payroll Processing	24 Bi-weekly Pay Day for PPE 09/10 Bi-weekly Pay Period End	25
26	27	28 Bi-weekly TCP approvals for PPE 09/24 due 11:59 PM	29 Bi-weekly Payroll Processing	30 Bi-weekly Payroll Processing Monthly Pay Day		

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OCTOBER 2021

Working Days 21
Working Hours 168

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8 Bi-weekly Pay Day for PPE 09/24 Bi-weekly Pay Period End Monthly TCP approvals for PPE 09/30 due 11:59 PM **Deadline for Monthly paper work to be submitted	9
10	11 Columbus Day Banks closed	12 Bi-weekly TCP approvals for PPE 10/08 due 11:59 PM	13	14 Bi-weekly Payroll Processing	15 Bi-weekly Payroll Processing	16
17	18	19 Monthly Payroll Processing	20 Monthly Payroll Processing	21 Monthly Payroll Processing	22 Bi-weekly Pay Day for PPE 10/08 Bi-weekly Pay Period End Monthly Payroll Processing	23
24	25	26 Bi-weekly TCP approvals for PPE 10/22 due 11:59 PM	27	28 Bi-weekly Payroll Processing	29 Monthly Pay Day Bi-weekly Payroll Processing	30
31						

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NOVEMBER 2021

Working Days 22
Working Hours 176

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5 Bi-weekly Pay Day for PPE 10/22 Bi-weekly Pay Period End	6
7	8	9 Bi-weekly TCP approvals for PPE 11/05 due 11:59 PM	10 Monthly TCP approvals for PPE 10/31 due 11:59 PM **Deadline for Monthly paper work to be submitted	11 Bi-weekly Payroll Processing Veterans Day Banks closed	12 Bi-weekly Payroll Processing	13
14	15 Monthly Payroll Processing	16 Monthly Payroll Processing	17 Monthly Payroll Processing	18	19 Bi-weekly Pay Day for PPE 11/05 Bi-weekly Pay Period End	20
21	22 Bi-weekly TCP approvals for PPE 11/19 due 11:59 AM	23	24	25 Thanksgiving Day CSU Holiday Banks closed No Quick Pays	26 CSU Holiday No Quick Pays	27
28	29 Bi-weekly Payroll Processing	30 Monthly Pay Day Bi-weekly Payroll Processing				

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DECEMBER 2021

Working Days 23
Working Hours 184

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 Bi-weekly Pay Day for PPE 11/19 Bi-weekly Pay Period End	4
5	6	7 Bi-weekly TCP approvals for PPE 12/04 due 11:59 PM	8	9 Bi-weekly Payroll Processing	10 Monthly TCP approvals for PPE 11/30 due 11:59 PM **Deadline for Monthly paper work to be submitted Bi-weekly Payroll Processing	11
12	13	14 Monthly Payroll Processing	15 Monthly Payroll Processing	16 Monthly Payroll Processing	17 Bi-weekly Pay Day for PPE 12/03 Bi-weekly Pay Period End Monthly Payroll Processing	18
19	20 *Bi-weekly TCP approvals for PPE 12/18 due 10am Bi-weekly Payroll Processing	21 Bi-weekly Payroll Processing	22 CSU Holiday No Quick Pays	23 Christmas Eve CSU Holiday No Quick Pays	24 Christmas Day CSU Holiday Banks closed No Quick Pays	25
26	27	28	29	30	31 New Year's Eve Bi-weekly Pay Day for PPE 12/17 Bi-weekly Pay Period End Monthly Pay Day	

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