

DIVISION OF PERSONNEL AND LABOR RELATIONS / PAYROLL SERVICES

2021 TIMEKEEPER SCHEDULE

Pay Period	AMHS Pay Period End Date	AMHS Timesheet Due Date*	BIWK1 Pay Period End Date	BIWK1 Time Collectors Due Date*	BIWK1 Timekeepers/ ESS Due Date*	BIWK4 ACOA Pay Period End Date	BIWK4 ACOA Timesheet Due Date*	Mail Distribution	Pay Day
01	25-Dec	28-Dec	27-Dec	28-Dec	29-Dec	23-Dec	25-Dec	7-Jan	8-Jan
02	8-Jan	11-Jan	10-Jan	11-Jan	12-Jan	6-Jan	8-Jan	21-Jan	22-Jan
03	22-Jan	25-Jan	24-Jan	25-Jan	26-Jan	20-Jan	22-Jan	3-Feb	5-Feb
04	5-Feb	8-Feb	7-Feb	8-Feb	9-Feb	3-Feb	5-Feb	18-Feb	19-Feb
05	19-Feb	22-Feb	21-Feb	22-Feb	23-Feb	17-Feb	19-Feb	3-Mar	5-Mar
06	5-Mar	8-Mar	7-Mar	8-Mar	9-Mar	3-Mar	5-Mar	17-Mar	19-Mar
07	19-Mar	22-Mar	21-Mar	22-Mar	23-Mar	17-Mar	19-Mar	31-Mar**	2-Apr**
08	2-Apr	5-Apr	4-Apr	5-Apr	6-Apr	31-Mar	2-Apr	14-Apr	16-Apr
09	16-Apr	19-Apr	18-Apr	19-Apr	20-Apr	14-Apr	16-Apr	28-Apr	30-Apr
10	30-Apr	3-May	2-May	3-May	4-May	28-Apr	30-Apr	12-May	14-May
11	14-May	17-May	16-May	17-May	18-May	12-May	14-May	26-May	28-May
12	28-May	1-Jun	30-May	1-Jun	1-Jun	26-May	28-May	9-Jun	11-Jun
13	11-Jun	14-Jun	13-Jun	14-Jun	15-Jun	9-Jun	11-Jun	23-Jun	25-Jun
14	25-Jun	28-Jun	27-Jun	28-Jun	29-Jun	23-Jun	25-Jun	8-Jul	9-Jul
15	9-Jul	12-Jul	11-Jul	12-Jul	13-Jul	7-Jul	9-Jul	21-Jul	23-Jul
16	23-Jul	26-Jul	25-Jul	26-Jul	27-Jul	21-Jul	23-Jul	4-Aug	6-Aug
17	6-Aug	9-Aug	8-Aug	9-Aug	10-Aug	4-Aug	6-Aug	18-Aug	20-Aug
18	20-Aug	23-Aug	22-Aug	23-Aug	24-Aug	18-Aug	20-Aug	1-Sep	3-Sep
19	3-Sep	7-Sep	5-Sep	7-Sep	7-Sep	1-Sep	3-Sep	15-Sep	17-Sep
20	17-Sep	20-Sep	19-Sep	20-Sep	21-Sep	15-Sep	17-Sep	29-Sep**	1-Oct**
21	1-Oct	4-Oct	3-Oct	4-Oct	5-Oct	29-Sep	1-Oct	13-Oct	15-Oct
22	15-Oct	19-Oct	17-Oct	19-Oct	19-Oct	13-Oct	15-Oct	27-Oct	29-Oct
23	29-Oct	1-Nov	31-Oct	1-Nov	2-Nov	27-Oct	29-Oct	10-Nov	12-Nov
24	12-Nov	15-Nov	14-Nov	15-Nov	16-Nov	10-Nov	12-Nov	24-Nov	26-Nov
25	26-Nov	29-Nov	28-Nov	29-Nov	30-Nov	24-Nov	26-Nov	8-Dec	10-Dec
26	10-Dec	13-Dec	12-Dec	13-Dec	14-Dec	8-Dec	10-Dec	22-Dec	24-Dec

BIWK1 - All employees except AMHS and ACOA

PLEASE NOTE: Timesheets are due as soon as possible on the dates listed above.

***Leave Cash-ins must be received the same day timesheets are due, every effort will be made to pay with current payroll processing, however, a leave cash-in may not be paid until the deadline provided by the collective bargaining agreements. (Reminder: Leave cash-ins must be submitted separately from timesheets)**

****Indicates 3rd payroll distribution of the month (Deferred Comp, healthcare benefits, State housing rent, and SHARE donations will be NOT deducted.)**

NOTE: Personnel actions are due within 3 days of the effective date of the action.