



BIWEEKLY ONE TIME PAY TOOL SCHEDULE - 2021

V1 (12/14/2020)

Pay Cycle	Pay Period Begin	Pay Period End	Request Approval Deadline	I-618 File Creation (1:45pm)	Corrections (I-618) due 1:45 pm	Pay Confirm (After 4pm)	Check Date
B1	12-13-20	12-26-20	Sun 12-27-20	Mon 12-28-20 (12:45PM)*	Tue 12-29-20 (12:45PM)*	Wed 12-30-20	Wed 01-06-21
B2	12-27-20	01-09-21	Mon 01-11-21	Tue 01-12-21	Wed 01-13-21	Thu 01-14-21	Wed 01-20-21
B1	01-10-21	01-23-21	Mon 01-25-21	Tue 01-26-21	Wed 01-27-21	Thu 01-28-21	Wed 02-03-21
B2	01-24-21	02-06-21	Mon 02-08-21	Tue 02-09-21	Wed 02-10-21	Thu 02-11-21	Wed 02-17-21
B1	02-07-21	02-20-21	Mon 02-22-21	Tue 02-23-21	Wed 02-24-21	Thu 02-25-21	Wed 03-03-21
B2	02-21-21	03-06-21	Mon 03-08-21	Tue 03-09-21	Wed 03-10-21	Thu 03-11-21	Wed 03-17-21
B3 **	03-07-21	03-20-21	Fri 03-19-21	Mon 03-22-21 *	Tue 03-23-21 *	Wed 03-24-21	Wed 03-31-21
B1	03-21-21	04-03-21	Mon 04-05-21	Tue 04-06-21	Wed 04-07-21	Thu 04-08-21	Wed 04-14-21
B2	04-04-21	04-17-21	Mon 04-19-21	Tue 04-20-21	Wed 04-21-21	Thu 04-22-21	Wed 04-28-21
B1	04-18-21	05-01-21	Mon 05-03-21	Tue 05-04-21	Wed 05-05-21	Thu 05-06-21	Wed 05-12-21
B2	05-02-21	05-15-21	Mon 05-17-21	Tue 05-18-21	Wed 05-19-21	Thu 05-20-21	Wed 05-26-21
B1	05-16-21	05-29-21	Mon 05-31-21	Tue 06-01-21	Wed 06-02-21	Thu 06-03-21	Wed 06-09-21
B2	05-30-21	06-12-21	Mon 06-14-21	Tue 06-15-21	Wed 06-16-21	Thu 06-17-21	Wed 06-23-21
B1	06-13-21	06-26-21	Mon 06-28-21	Tue 06-29-21	Wed 06-30-21	Thu 07-01-21	Wed 07-07-21
B2	06-27-21	07-10-21	Mon 07-12-21	Tue 07-13-21	Wed 07-14-21	Thu 07-15-21	Wed 07-21-21
B1	07-11-21	07-24-21	Mon 07-26-21	Tue 07-27-21	Wed 07-28-21	Thu 07-29-21	Wed 08-04-21
B2	07-25-21	08-07-21	Mon 08-09-21	Tue 08-10-21	Wed 08-11-21	Thu 08-12-21	Wed 08-18-21
B1	08-08-21	08-21-21	Mon 08-23-21	Tue 08-24-21	Wed 08-25-21	Thu 08-26-21	Wed 09-01-21
B2	08-22-21	09-04-21	Mon 09-06-21	Tue 09-07-21	Wed 09-08-21	Thu 09-09-21	Wed 09-15-21
B3 **	09-05-21	09-18-21	Mon 09-20-21	Tue 09-21-21	Wed 09-22-21	Thu 09-23-21	Wed 09-29-21
B1	09-19-21	10-02-21	Mon 10-04-21	Tue 10-05-21	Wed 10-06-21	Thu 10-07-21	Wed 10-13-21
B2	10-03-21	10-16-21	Mon 10-18-21	Tue 10-19-21	Wed 10-20-21	Thu 10-21-21	Wed 10-27-21
B1	10-17-21	10-30-21	Mon 11-01-21	Tue 11-02-21	Wed 11-03-21	Thu 11-04-21	Wed 11-10-21
B2	10-31-21	11-13-21	Mon 11-15-21	Tue 11-16-21	Wed 11-17-21	Thu 11-18-21	Wed 11-24-21
B1	11-14-21	11-27-21	Mon 11-29-21	Tue 11-30-21	Wed 12-01-21	Thu 12-02-21	Wed 12-08-21
B2	11-28-21	12-11-21	Tue 12-14-21	Wed 12-15-21	Thu 12-16-21	Fri 12-17-21	Wed 12-22-21
B1	12-12-21	12-25-21	Mon 12-27-21	Tue 12-28-21	Wed 12-29-21	Thu 12-30-21	Wed 01-05-22
*Early Date Cutoff ; **Flat Dollar Deduction Holiday							