



MONTHLY ONE TIME PAY TOOL SCHEDULE - 2021

v2 (03/19/2021)

Pay Cycle	Pay Period Begin Date	Pay Period End Date	Request Approval Deadline	I-618 File Creation (1:45pm)	Corrections (I-618) due 1:45 pm	Pay Confirm (After 4pm)	Check Date
MO	12-01-20	12-31-20	Mon 12-21-20	Tue 12-22-20 *	Wed 12-23-20 *	Tue 12-29-20	Mon 01-04-21
MO	01-01-21	01-31-21	Wed 01-20-21	Thu 01-21-21	Fri 01-22-21	Tue 01-26-21	Mon 02-01-21
MO	02-01-21	02-28-21	Wed 02-17-21	Thu 02-18-21	Fri 02-19-21	Tue 02-23-21	Mon 03-01-21
MO	03-01-21	03-31-21	Mon 03-22-21	Tue 03-23-21	Wed 03-24-21	Mon 03-29-21	Thu 04-01-21
MO	04-01-21	04-30-21	Wed 04-21-21	Thu 04-22-21	Fri 04-23-21	Tue 04-27-21	Fri 04-30-21
MO	05-01-21	05-31-21	Thu 05-20-21	Fri 05-21-21	Mon 05-24-21	Wed 05-26-21	Tue 06-01-21
MO	06-01-21	06-30-21	Mon 06-21-21	Tue 06-22-21	Wed 06-23-21	Fri 06-25-21	Thu 07-01-21
MO	07-01-21	07-31-21	Tue 07-20-21	Wed 07-21-21	Thu 07-22-21	Mon 07-26-21	Fri 07-30-21
MO	08-01-21	08-31-21	Fri 08-20-21	Mon 08-23-21	Tue 08-24-21	Thu 08-26-21	Wed 09-01-21
MO	09-01-21	09-30-21	Tue 09-21-21	Wed 09-22-21	Thu 09-23-21	Mon 09-27-21	Fri 10-01-21
MO	10-01-21	10-31-21	Wed 10-20-21	Thu 10-21-21	Fri 10-22-21	Tue 10-26-21	Mon 11-01-21
MO	11-01-21	11-30-21	Fri 11-19-21	Mon 11-22-21	Tue 11-23-21	Wed 11-24-21	Wed 12-01-21
MO	12-01-21	12-31-21	Fri 12-17-21	Mon 12-20-21 *	Tue 12-21-21 *	Wed 12-29-21	Tue 01-04-22
*Early Cutoff							
<i>Please note: Pay Period Begin & End Dates are synced with UCPath Pay Period Dates.</i>							