University Payroll Schedule

2021 Payroll Schedule

Legend

Biweekly
$ Biweekly Payday
• Pay Period Begins
○ Pay Period Ends
★ Payroll Complete
Approvers must approve & submit time reports

Monthly
★ Monthly Payday
★ Payroll Complete
2021 Payroll Schedule

**Legend**

<table>
<thead>
<tr>
<th>Biweekly</th>
<th>Biweekly Payday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Period Begins</td>
<td>Pay Period Ends</td>
</tr>
<tr>
<td>Payroll Complete</td>
<td>Approvers must approve &amp; submit time reports</td>
</tr>
</tbody>
</table>

**January**

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11</td>
<td>12</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>18</td>
<td>19</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>25</td>
<td>26</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**February 2021**

**March**

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

**USC University of Southern California**
2021 Payroll Schedule

Legend

Biweekly

$ Biweekly Payday

Pay Period Begins

Pay Period Ends

Approver Complete

Approvers must approve & submit time reports

Monthly

$ Monthly Payday

Payroll Complete

Daylight Saving Time Begins “Spring Forward”

APRIL 2021

FEBRUARY

MARCH 2021
Biweekly Payday
Pay Period Begins
Pay Period Ends
Payroll Complete

Monthly Payday
Approvers must approve & submit time reports

Legend
- Biweekly Payday
- Pay Period Begins
- Pay Period Ends
- Payroll Complete
- Approval Deadline 6am

2021 Payroll Schedule

April 2021

April

May

MO04
# 2021 Payroll Schedule

## Legend

- **Biweekly**
  - $ Biweekly Payday
  - Pay Period Begins
  - Pay Period Ends
  - Payroll Complete
  - Approvers must approve & submit time reports

- **Monthly**
  - $ Monthly Payday
  - Payroll Complete

## 2021 Payroll Schedule

<table>
<thead>
<tr>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### MAY 2021

- 12 Spring Semester Classes Begin

### JUNE 2021

- 05 Memorial Day
- 09 Payroll Complete

### APRIL 2021

- 05 Biweekly Payday
- 10 Approval Deadline 6am
- 12 Pay Period Begins
- 14 Pay Period Ends
- 19 Summer Semester Classes Begin
- 20 Approval Deadline 6am

### JUNE 2021

- 05 Monthly Payday
- 09 Payroll Complete
2021 Payroll Schedule

Legend

- **$** Biweekly Payday
- ● Pay Period Begins
- ○ Pay Period Ends
- ★ Payroll Complete
- ▲ Approvers must approve & submit time reports

**Biweekly**

- **$** Biweekly Payday
- ● Pay Period Begins
- ○ Pay Period Ends
- ★ Payroll Complete
- ▲ Approvers must approve & submit time reports

**Monthly**

- **$** Monthly Payday
- ★ Payroll Complete
Payroll Schedule

**Legend**

<table>
<thead>
<tr>
<th>Biweekly</th>
<th>Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>$$</td>
<td>$$</td>
</tr>
<tr>
<td>Pay Period Begins</td>
<td>Pay Period Ends</td>
</tr>
<tr>
<td>Payroll Complete</td>
<td>Payroll Complete</td>
</tr>
</tbody>
</table>

**Approvers must approve & submit time reports**

**2021 Payroll Schedule**

**Biweekly Paydays**
- AUGUST 14
- JULY 14

**Monthly Payday**
- AUGUST 1

**USC Holidays**
- JULY 4
- AUGUST 5

**Independence Day**
- AUGUST 5

**Legend**

- Independence Day
- USC Holiday
- JULY 4
- AUGUST 5

**Biweekly Payday**
- JULY 14
- AUGUST 14

**Approval Deadline**
- 6am

**Independence Day**
- JULY 4
- AUGUST 5

**USC Holiday**
- JULY 4
- AUGUST 5

**Payroll Complete**
- JULY 15
- AUGUST 15

**Approval Deadline**
- 6am
2021 Payroll Schedule

Legend

Biweekly

$ Biweekly Payday

Pay Period Begins

Pay Period Ends

Payroll Complete

Approvers must approve & submit time reports

Monthly

$ Monthly Payday

Payroll Complete

SEPTEMBER

2021

Payroll Schedule

Biweekly Payday
Pay Period Begins
Pay Period Ends
Payroll Complete
Approvers must approve & submit time reports

Legend

$ Biweekly Payday

Pay Period Begins

Pay Period Ends

Payroll Complete

Approvers must approve & submit time reports

Monthly

$ Monthly Payday

Payroll Complete
### 2021 Payroll Schedule

#### Legend

- **$**: Biweekly Payday
- **•**: Pay Period Begins
- **○**: Pay Period Ends
- **★**: Payroll Complete
- **△**: Approvers must approve & submit time reports

#### Biweekly

<table>
<thead>
<tr>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Labor Day USC Holiday</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Monthly

<table>
<thead>
<tr>
<th>AUGUST</th>
<th>SEPTEMBER 2021</th>
<th>OCTOBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8-14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15-21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22-28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td></td>
<td>1-7</td>
</tr>
<tr>
<td>8-14</td>
<td></td>
<td>8-14</td>
</tr>
<tr>
<td>15-21</td>
<td></td>
<td>15-21</td>
</tr>
<tr>
<td>22-28</td>
<td></td>
<td>22-28</td>
</tr>
<tr>
<td>29</td>
<td></td>
<td>29</td>
</tr>
</tbody>
</table>

- **OCTOBER 2021**
  - 16: Approval Deadline 6am
  - 17: Approval Deadline 6am
  - 18: Approval Deadline 6am
  - 19: Approval Deadline 6am
  - 20: Approval Deadline 6am
  - 21: Approval Deadline 6am
  - 22: Approval Deadline 6am
  - 23: Approval Deadline 6am
  - 24: Approval Deadline 6am
  - 25: Approval Deadline 6am
# 2021 Payroll Schedule

## Legend

- **Biweekly**
  - $ Biweekly Payday
  - ● Pay Period Begins
  - ◆ Pay Period Ends
  - ★ Payroll Complete

- **Monthly**
  - $ Monthly Payday
  - ★ Payroll Complete

## Payroll Complete

- Biweekly Payday: 1st and 15th of the month
- Pay Period Begins: 10th of the month
- Pay Period Ends: 20th of the month
- Payroll Complete: 1st and 15th of the month

## Approval Deadline

- 6am daily

## Columbus Day

- Bank Holiday: 4th of October 2021

## Payroll Schedule for October 2021

<table>
<thead>
<tr>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

**Key Dates in October 2021**

- **10th of October 2021**: Columbus Day
- **21st of October 2021**: Pay Period Begins
- **22nd of October 2021**: Pay Period Ends
- **23rd of October 2021**: Payroll Complete

## Payroll Schedule for November 2021

<table>
<thead>
<tr>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

**Key Dates in November 2021**

- **4th of November 2021**: Monthly Payday
- **15th of November 2021**: Monthly Payday
- **30th of November 2021**: Payroll Complete
# 2021 Payroll Schedule

## Payroll Complete

**Biweekly**
- Payday
- Pay Period Begins
- Pay Period Ends
- Approvers must approve & submit time reports

**Monthly**
- Payday
- Payroll Complete

### Payroll Complete

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>Daylight Saving Time Ends “Fall Back”</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Biweekly Payday

- **DECEMBER 2021**
  - Daylight Saving Time Ends “Fall Back”
  - Veterans Day Bank Holiday
  - Thanksgiving USC Holiday
  - Thanksgiving USC Holiday Approval Deadline 6am

### Legend

- **$** Biweekly Payday
- **●** Pay Period Begins
- **●** Pay Period Ends
- **★** Payroll Complete
- **△** Approvers must approve & submit time reports

---

**Monthly Payday**

- **MO11** Monthly Payday
- **☆** Payroll Complete

### Approval Deadline

- 6am
<table>
<thead>
<tr>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 $</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>BW24</td>
<td></td>
<td>Fall Semester Classes End</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15 $</td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23 $</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29 $</td>
<td>30</td>
<td>31</td>
<td></td>
</tr>
</tbody>
</table>

### Payroll Complete
- Biweekly Payday
- Pay Period Begins
- Pay Period Ends
- Payroll Complete

### Approval Deadline
- 6am

### December 2021

### January 2022

### Legend

**Biweekly**
- $ Biweekly Payday

**Monthly**
- $ Monthly Payday
- ★ Payroll Complete