

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 New Year HOLIDAY	2
3	4	5	6	7	8 Dept Approvals	9 PPE 12/27/2020 to 1/9/2021 Schedule 1
10 PPB 1/10/2021 to 1/23/2021	11 Sign off Timecards	12 Run Payroll	13	14	15 201 Pay Day FY Payroll 08	16
17	18 Martin Luther King Holiday	19	20	21	22 Dept Approvals	23 PPE 1/10/2021 to 1/23/2021 Schedule 2
24 PPB 1/24/2021 to 2/6/2021	25 Sign off timecards	26 Run Payroll	27 Retirement	28	29 202 Pay Day FY Payroll 09	30
31						

February 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
					Dept Approvals	PPE 1/24/2021 to 2/6/2021 Schedule 1
7	8	9	10	11	12	13
PPB 2/7/2021 to 2/20/2021	Sign off timecards	Run Payroll			203 Pay Day FY Payroll 10	
14	15	16	17	18	19	20
	President's Day Holiday				Dept Approvals	PPE 2/07/2021 to 2/20/2021 Schedule 2
21	22	23	24	25	26	27
PPB 2/21/2021 to 3/6/2021	Sign off timecards	Run Payroll	Retirement		204 Pay Day FY Payroll 11	
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5 Dept approvals	6 PPE 2/21/2021 to 3/6/2021 Schedule 1
7 PPB 3/7/2021 to 3/20/2021	8 Sign off timecards	9 Run Payroll	10	11	12 205 Pay Day FY Payroll 12	13
14	15	16	17	18	19 Dept approvals	20 PPE 3/07/2021 to 3/20/2021 Schedule 2
21 PPB 3/21/2021 to 4/03/2021	22 Sign off timecards	23 Run Payroll	24 Retirement	25	26 206 Pay Day FY Payroll 13	27
28	29	30	31 Cesar Chavez Day Holiday			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
				Dept Approvals	Good Friday Holiday	PPE 3/21/2021 to 4/03/2021 Schedule 1
4	5	6	7	8	9	10
PPB 4/4/2021 to 4/17/2021	Sign off timecards	Run Payroll			207 Pay Day FY Payroll 14	
11	12	13	14	15	16	17
					Dept Approvals	PPE 4/4/2021 to 4/17/2021 Schedule 2
18	19	20	21	22	23	24
PPB 4/18/2021 to 5/01/2021	Sign off timecards	Run Payroll	Retirement		208 Pay Day FY Payroll 15	
25	26	27	28	29	30	
					Dept Approvals	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 PPE 4/18/2021 to 5/01/2021 Schedule 1
2 PPB 5/2/2021 to 5/15/2021	3 Sign off timecards	4 Run Payroll	5	6	7 209 Pay Day FY Payroll 16	8
9	10	11	12	13	14 Dept Approvals	15 PPE 5/02/2021 to 5/15/2021 Schedule 2
16 PPB 5/16/2021 to 5/29/2021	17 Sign off timecards	18 Run Payroll	19	20	21 210 Pay Day FY Payroll 17	22
23	24	25	26	27 Dept Approvals	28 Sign off Timecards	29 PPE 5/16/2021 to 5/29/2021 Schedule 3
30 PPB 5/30/2021 to 6/12/2021	31 Memorial Day Holiday					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Run Payroll	2 Retirement	3	4 211 Pay Day FY Payroll 18	5
6	7	8	9	10	1 Dept Approvals	12 PPE 5/30/2021 to 6/12/2021 Schedule 1
13 PPB 6/13/2021 to 6/26/2021	14 Sign off timecards	15 Run Payroll	16	17	18 212 Pay Day Juneteenth Holiday FY Payroll 19	19
20	21	22	23	24	25 Dept Approvals	26 PPE 6/13/2021 to 6/26/2021 Schedule 2
27 PPB 6/27/2021 to 7/10/2021	28 Sign off timecards	29 Run Payroll	30 Retirement			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
					213 Pay Day	
					FY Payroll 20	
4	5	6	7	8	9	10
	Independence Day observed				Dept Approvals	PPE 6/27/2021 to 7/10/2021 Schedule 1
	Holiday					
11	12	13	14	15	16	17
PPB 7/11/2021 to 7/24/2021	Sign off timecards	Run Payroll			214 Pay Day	
					FY Payroll 21	
18	19	20	21	22	23	24
					Dept Approvals	PPE 7/11/2021 to 7/24/2021 Schedule 2
25	26	27	28	29	30	31
PPB 7/25/2021 to 8/7/2020	Sign off timecards	Run Payroll			215 Pay Day	
			Retirement		FY Payroll 22	

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6 Dept Approvals	7 PPE 7/25/2021 to 8/7/2021 Schedule 1
8 PPB 8/08/2021 to 8/21/2021	9 Sign off Timecards	10 Run Payroll	11	12	13 216 Pay Day FY Payroll 23	14
15	16	17	18	19	20 Dept Approvals	21 PPE 8/8/2021 to 8/21/2021 Schedule 2
22 PPB 8/22/2021 to 9/4/2021	23 Sign off Timecards	24 Run Payroll	25 Retirement	26	27 217 Pay Day FY Payroll 24	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
				Dept Approvals	Sign off timecards	PPE 8/22/2021 to 9/4/2021 Schedule 1
5	6	7	8	9	10	11
PPB 9/5/2021 to 9/18/2021	Labor Day Holiday	Run Payroll			218 Pay Day FY Payroll 25	
12	13	14	15	16	17	18
					Dept Approvals	PPE 9/5/2021 to 9/18/2021 Schedule 2
19	20	21	22	23	24	25
PPB 9/19/2021 to 10/2/2021	Sign off Timecards	Run Payroll	Retirement		219 Pay Day FY Payroll 26	
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
					Dept Approvals	PPE 9/19/2021 to 10/2/2021 Schedule 1
3	4	5	6	7	8	9
PPB 10/3/2021 to 10/16/2021	Sign off Timecards	Run Payroll			220 Pay Day FY Payroll 01	
10	11	12	13	14	1	16
					Dept Approvals	PPE 10/3/2021 to 10/16/2021 Schedule 2
17	18	19	20	21	2	23
PPB 10/17/2021 to 10/30/2021	Sign off Timecards	Run Payroll			221 Pay Day FY Payroll 02	
24	25	26	27	28	2	30
					Dept Approvals	PPE 10/17/2021 to 10/30/2021 Schedule 3
31						
PPB 10/31/2021 to 11/13/2021						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Sign off timecards	2 Run Payroll	3 Retirement	4	5 222 Pay Day FY Payroll 03	6
7	8	9	10	11	12 Dept Approvals	13 PPE 10/31/2021 to 11/13/2021 Schedule 1
14 PPB 11/14/2021 to 11/27/2021	15 Sign off timecards	16 Run Payroll	17	18	19 223 Pay Day FY Payroll 04	20
21	22	23	24	25	26 Dept Approvals	27 PPE 11/14/2021 to 11/27/2021 Schedule 2
28 PPB 11/28/2021 to 12/11/2021	29 Sign off timecards	30 Run Payroll				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
			Retirement		224 Pay Day FY Payroll 05	
5	6	7	8	9	10	11
					Dept Approvals	PPE 11/28/2021 to 12/11/2021 Schedule 1
12	13	14	15	16	17	18
PPB 12/12/2021 to 12/25/2021	Sign off Timecards	Run Payroll			225 Pay Day FY Payroll 06	
19	20	21	22	23	24	25
					Dept Approvals	PPE 12/12/2021 to 12/25/2021 Schedule 2
26	27	28	29	30	31	
PPB 12/26/2021 to 1/8/2022	Sign off Timecards	Run Payroll	Retirement		226 Pay Day FY Payroll 07	