

UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS

2021 Bi-Weekly Payroll Calendar and Web Time Entry Due Dates for Hourly Temporary Employees and Students

PAY #	MONTH	WORK PERIOD START DATE	WORK PERIOD END DATE	Deadline for Paperwork To be submitted To HR for a NEW HIRE	Deadline for Paperwork To be submitted To HR for a Returning Hire	EMPLOYEES TIME ENTRY DUE	CUT-OFF TIME FOR EMPLOYEES	SUPERVISORS TIME APPROVAL DUE DATE	CUT-OFF TIME FOR SUPERVISORS	CUT-OFF for LATE TIMESHEETS Payroll Processing Begins	PAY DATE
BW1	JAN	12/21/2020	1/3/2021	12/7/2020	12/11/2020	1/4/2021	5:00 PM	1/5/2021	5:00 PM	1/5/2021	1/15/2021
BW2		1/4/2021	1/17/2021	12/14/2020	12/18/2020	1/18/2021	5:00 PM	1/19/2021	5:00 PM	1/19/2021	1/29/2021
BW3	FEB	1/18/2021	1/31/2021	1/4/2021	1/8/2021	2/1/2021	5:00 PM	2/2/2021	5:00 PM	2/2/2021	2/12/2021
BW4		2/1/2021	2/14/2021	1/18/2021	1/22/2021	2/15/2021	5:00 PM	2/16/2021	5:00 PM	2/16/2021	2/26/2021
BW5	MAR	2/15/2021	2/28/2021	2/1/2021	2/5/2021	3/1/2021	5:00 PM	3/2/2021	5:00 PM	3/2/2021	3/12/2021
BW6		3/1/2021	3/14/2021	2/15/2021	2/19/2021	3/15/2021	5:00 PM	3/16/2021	5:00 PM	3/16/2021	3/26/2021
BW7	APR	3/15/2021	3/28/2021	3/1/2021	3/5/2021	3/29/2021	5:00 PM	3/30/2021	5:00 PM	3/30/2021	4/9/2021
BW8		3/29/2021	4/11/2021	3/15/2021	3/19/2021	4/12/2021	5:00 PM	4/13/2021	5:00 PM	4/13/2021	4/23/2021
BW9	MAY	4/12/2021	4/25/2021	3/29/2021	4/2/2021	4/26/2021	5:00 PM	4/27/2021	5:00 PM	4/27/2021	5/7/2021
BW10		4/26/2021	5/9/2021	4/12/2021	4/16/2021	5/10/2021	5:00 PM	5/11/2021	5:00 PM	5/11/2021	5/21/2021
BW11	JUN	5/10/2021	5/23/2021	4/26/2021	4/30/2021	5/24/2021	5:00 PM	5/25/2021	5:00 PM	5/25/2021	6/4/2021
BW12		5/24/2021	6/6/2021	5/10/2021	5/14/2021	6/7/2021	5:00 PM	6/8/2021	5:00 PM	6/8/2021	6/18/2021
BW13	JUL	6/7/2021	6/20/2021	5/24/2021	5/28/2021	6/21/2021	5:00 PM	6/22/2021	5:00 PM	6/22/2021	7/2/2021
BW14		6/21/2021	7/4/2021	6/7/2021	6/11/2021	7/5/2021	5:00 PM	7/6/2021	5:00 PM	7/6/2021	7/16/2021
BW15		7/5/2021	7/18/2021	6/21/2021	6/25/2021	7/19/2021	5:00 PM	7/20/2021	5:00 PM	7/20/2021	7/30/2021
BW16	AUG	7/19/2021	8/1/2021	7/5/2021	7/9/2021	8/2/2021	5:00 PM	8/3/2021	5:00 PM	8/3/2021	8/13/2021
BW17		8/2/2021	8/15/2021	7/19/2021	7/23/2021	8/16/2021	5:00 PM	8/17/2021	5:00 PM	8/17/2021	8/27/2021
BW18	SEP	8/16/2021	8/29/2021	8/2/2021	8/6/2021	8/30/2021	5:00 PM	8/31/2021	5:00 PM	8/31/2021	9/10/2021
BW19		8/30/2021	9/12/2021	8/16/2021	8/20/2021	9/13/2021	5:00 PM	9/14/2021	5:00 PM	9/14/2021	9/24/2021
BW20	OCT	9/13/2021	9/26/2021	8/30/2021	9/3/2021	9/27/2021	5:00 PM	9/28/2021	5:00 PM	9/28/2021	10/8/2021
BW21		9/27/2021	10/10/2021	9/13/2021	9/17/2021	10/11/2021	5:00 PM	10/12/2021	5:00 PM	10/12/2021	10/22/2021
BW22	NOV	10/11/2021	10/24/2021	9/27/2021	9/30/2021	10/25/2021	5:00 PM	10/26/2021	5:00 PM	10/26/2021	11/5/2021
BW23		10/25/2021	11/7/2021	10/11/2021	10/15/2021	11/8/2021	5:00 PM	11/9/2021	5:00 PM	11/9/2021	11/19/2021
BW24	DEC	11/8/2021	11/21/2021	10/25/2021	10/29/2021	11/22/2021	5:00 PM	11/23/2021	**12 noon	**11/22/2021	12/3/2021
BW25		11/22/2021	12/5/2021	11/8/2021	11/12/2021	12/6/2021	5:00 PM	12/7/2021	5:00 PM	12/7/2021	12/17/2021
BW26		12/6/2021	12/19/2021	11/22/2021	11/26/2021	12/20/2021	**12 noon	** 12/20/2021	**5:00 PM	**12/19/2021	12/30/2021

Important:

** Time Entry Due Date and Cut-Off Time adjusted due to Payroll Processing Dates

-Hourly Temporary Employees must enter time **no later** than the Employee Time Entry Due Date and Cut-Off Time.

-Supervisors must approve time **no later** than the Supervisor Time Approval Due Date and Cut-Off Time.

-If properly completed tax forms are not received by the Employees Time Entry Due Date, for new employees the tax status will default to Single with No Adjustments for Federal, and Single Zero for State.

-If a properly completed direct deposit form with acceptable backup documentation is not received by the Employee Time Entry Due Date, the employee is allowed one paper check to allow time for direct deposit setup. All future paychecks must be direct deposit per UNCSA's Direct Deposit Policy #312

<https://www.uncsa.edu/mysa/policy-manual/300-business-administration-finance/312-direct-deposit.aspx>

-Any properly completed tax and direct deposit forms received after the Employees Time Entry Due Date will be effective in the next payroll cycle.