November 2020 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Payroll Open/Close: Weekly (11/6) Payroll Open/Close: Biweekly (11/6)	4 TL Rpt Deadline: Weekly (11/13) Absence Reporting Deadline	5 Payroll Opens: TchFell (11/13) Absence Approval Deadline Absence Processing	6 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (11/13) Payroll Closes: TchFell (11/13)	7
8	9 Payroll Open/Close: Weekly (11/13)	10	**Veteran's Day** 11	12 TL Appr Deadline: Weekly (11/20) TL Rpt Deadline: Biweekly (11/20) Absence Approval Deadline Absence Processing	13 Check Date: Weekly TL Appr Deadline: Weekly (11/20) TL Appr Deadline: Biweekly (11/20) Check Date: Teaching Fellows File Deadline: Stipend Absence Approval Deadline Absence Processing	14
15	16	17 Payroll Open/Close: Weekly (11/20) Payroll Open/Close: Biweekly (11/20) TL Rpt Deadline: Weekly (11/25) Absence Reporting Deadline	18 TL Appr Deadline: Weekly (11/25) Payroll Opens: Monthly (11/30) Absence Accrual Cycle Absence Approval Deadline Absence Processing	19 Payroll Closes: Monthly (11/30)	20 Check Date: Weekly Check Date: Biweekly Payroll Open/Close: Weekly (11/25)	21
22	23	24 TL Rpt Deadline: Weekly (12/4) TL Rpt Deadline: Biweekly (12/4) Payroll Opens: Stipend (12/1) Absence Reporting Deadline	25 Check Date: Weekly TL Appr Deadline: Weekly (12/4) TL Appr Deadline: Biweekly (12/4) Payroll Closes: Stipend (12/1) Absence Approval Deadline Absence Processing	**Thanksgiving** 26	**Day After Thanksgiving** 27	28
29	30 Check Date: Monthly					

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

December 2020 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Payroll Open/Close: Weekly (12/4) Payroll Open/Close: Biweekly (12/4) Check Date: Stipend File Deadline: Stipend	2	3 TL Rpt Deadline: Weekly (12/11) Payroll Opens: TchFell (12/15) Absence Reporting Deadline	4 Check Date: Weekly Check Date: BiWeekly TL Appr Deadline: Weekly (12/11) Payroll Closes: TchFell (12/15) Absence Approval Deadline Absence Processing	5
6	7	8 Payroll Open/Close: Weekly (12/11)	9 Payroll Open: Monthly (12/23)	10 TL Rpt Deadline: Weekly (12/18) TL Rpt Deadline: Biweekly (12/18) Payroll Close: Monthly (12/23) Payroll Opens: Stipend (12/23) Absence Reporting Deadline	11 Check Date: Weekly Payroll Closes: Stipend (12/23) TL Appr Deadline: Weekly (12/18) TL Appr Deadline: Biweekly (12/18) Absence Approval Deadline Absence Processing	12
13	14	15 Payroll Open/Close: Weekly (12/18) Payroll Open/Close:Biweekly (12/18) Check Date: Teaching Fellows TL Rpt Deadline: Weekly (12/23) Absence Reporting Deadline	16 TL Appr Deadline: Weekly (12/23) **Off-Cycle Check Processing** Absence Accrual Cycle Absence Approval Deadline Absence Processing	17 **Off-Cycle Check Processing**	18 Check Date: Weekly Check Date: BiWeekly Payroll Open/Close: Weekly (12/23)	19
20	**Winter Recess** 21	**Winter Recess** 22 TL Rpt Deadline: Weekly (12/31) TL Rpt Deadline: Biweekly (12/31) Absence Reporting Deadline	**Winter Recess** 23 TL Appr Deadline: Weekly (12/31) TL Appr Deadline: Biweekly (12/31) Check Date: Weekly Check Date: Monthly Check Date: Stipend Absence Approval Deadline Absence Processing	**Winter Recess** 24 **1/2 Day Christmas Eve**	**Christmas** 25	26
27	**Winter Recess** 28 Payroll Open/Close: Weekly (12/31) Payroll Open/Close:Biweekly (12/31)	**Winter Recess** 29	**Winter Recess** 30 TL Rpt Deadline: Weekly (1/8) Absence Reporting Deadline	**Winter Recess** 31 Check Date: Weekly Check Date: BiWeekly TL Appr Deadline: Weekly (1/8) Absence Approval Deadline Absence Processing		

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

January 2021 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 New Year's Day	2
3	4	5 Payroll Open/Close: Weekly (1/8)	6	7 TL Rpt Deadline: Weekly (1/15) TL Rpt Deadline: Biweekly (1/15) Absence Reporting Deadline	8 Check Date: Weekly TL Appr Deadline: Weekly (1/15) TL Appr Deadline: Biweekly (1/15) Payroll Opens: TchFell (1/15) Absence Approval Deadline Absence Processing	9
10	11 Payroll Closes: TchFell (1/15)	12 Payroll Open/Close: Weekly (1/15) Payroll Open/Close: Biweekly (1/15)	13 TL Rpt Deadline: Weekly (1/22) Absence Reporting Deadline	14 TL Appr Deadline: Weekly (1/22) File Deadline: Stipend Absence Approval Deadline Absence Processing	15 Check Date: Weekly Check Date: Biweekly Check Date: Teaching Fellows	16
17	18 Martin Luther King Day	19 Payroll Open/Close: Weekly (1/22) Absence Accrual Cycle	20	21 Payroll Opens: Monthly (1/29) TL Rpt Deadline: Weekly (1/29) TL Rpt Deadline: Biweekly (1/29) Absence Reporting Deadline	22 Check Date: Weekly TL Appr Deadline: Weekly (1/29) TL Appr Deadline: Biweekly (1/29) Payroll Closes: Monthly (1/29) Absence Approval Deadline Absence Processing	23
24	25	26 Payroll Open/Close: Weekly (1/29) Payroll Open/Close: Biweekly (1/29)	27 Payroll Opens/Closes: Stipend (2/1)	28 TL Rpt Deadline: Weekly (2/5) Absence Reporting Deadline	29 Check Date: Weekly Check Date: Biweekly Check Date: Monthly TL Appr Deadline: Weekly (2/5) Absence Approval Deadline Absence Processing	30
31						

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

February 2021 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 Check Date: Stipend	2 Payroll Open/Close: Weekly (2/5)	3	4 TL Rpt Deadline: Weekly (2/12) TL Rpt Deadline: Biweekly (2/12) Absence Reporting Deadline	5 Check Date: Weekly TL Appr Deadline: Weekly (2/12) TL Appr Deadline: Biweekly (2/12) Payroll Opens: TchFell (2/12) Absence Approval Deadline Absence Processing	6
7	8 Payroll Closes: TchFell (2/12)	9 Payroll Open/Close: Weekly (2/12) Payroll Open/Close: Biweekly (2/12)	10 TL Rpt Deadline: Weekly (2/19) Absence Reporting Deadline	11 TL Appr Deadline: Weekly (2/19) File Deadline: Stipend Absence Approval Deadline Absence Processing	12 Check Date: Weekly Check Date: Biweekly Check Date: Teaching Fellows	13
14	15 **President's Day**	16 Payroll Open/Close: Weekly (2/19) Absence Accrual Cycle	17	18 TL Rpt Deadline: Weekly (2/26) TL Rpt Deadline: Biweekly (2/26) Payroll Opens: Monthly (2/26) Absence Reporting Deadline	19 Check Date: Weekly TL Appr Deadline: Weekly (2/26) TL Appr Deadline: Biweekly (2/26) Payroll Closes: Monthly (2/26) Absence Approval Deadline Absence Processing	20
21	22	23 Payroll Open/Close: Weekly (2/26) Payroll Open/Close: Biweekly (2/26)	24 Payroll Opens/Closes: Stipend (3/1)	25 TL Rpt Deadline: Weekly (3/5) Absence Reporting Deadline	26 Check Date: Weekly Check Date: Biweekly Check Date: Monthly TL Appr Deadline: Weekly (3/5) Absence Approval Deadline Absence Processing	27
28						

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

March 2021 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Check Date: Stipend	2 Payroll Open/Close: Weekly (3/5)	3	4 TL Rpt Deadline: Weekly (3/12) TL Rpt Deadline: Biweekly (3/12) Absence Reporting Deadline	5 Check Date: Weekly TL Appr Deadline: Weekly (3/12) TL Appr Deadline: Biweekly (3/12) Payroll Opens: TchFell (3/15) Absence Approval Deadline Absence Processing	6
7	8 Payroll Closes: TchFell (3/15)	9 Payroll Open/Close: Weekly (3/12) Payroll Open/Close: Biweekly (3/12)	10	11 TL Rpt Deadline: Weekly (3/19) Absence Reporting Deadline	12 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (3/19) Absence Approval Deadline Absence Processing	13
14	15 Check Date: Teaching Fellows	16 Payroll Open/Close: Weekly (3/19) Absence Accrual Cycle	17 File Deadline: Stipend	18 TL Rpt Deadline: Weekly (3/26) TL Rpt Deadline: Biweekly (3/26) Absence Reporting Deadline	19 Check Date: Weekly TL Appr Deadline: Weekly (3/26) TL Appr Deadline: Biweekly (3/26) Absence Approval Deadline Absence Processing	20
21	22	23 Payroll Open/Close: Weekly (3/26) Payroll Open/Close: Biweekly (3/26)	24	25 TL Rpt Deadline: Weekly (4/2) Payroll Opens: Monthly (3/31) Absence Reporting Deadline	26 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (4/2) Payroll Closes: Monthly (3/31) Payroll Opens: Stipend (4/1) Absence Approval Deadline Absence Processing	27
28	29 Payroll Closes: Stipend (4/1)	30 Payroll Open/Close: Weekly (4/2)	31 Check Date: Monthly			

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

April 2021 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 TL Rpt Deadline: Weekly (4/09) TL Rpt Deadline: Biweekly (4/09) Check Date: Stipend Absence Reporting Deadline	2 Check Date: Weekly TL Appr Deadline: Weekly (4/09) TL Appr Deadline: Biweekly (4/09) Absence Approval Deadline Absence Processing	3
4	5	6 Payroll Open/Close: Weekly (4/09) Payroll Open/Close: Biweekly (4/09)	7	8 TL Rpt Deadline: Weekly (4/16) Absence Reporting Deadline	9 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (4/16) Payroll Opens: TchFell (4/15) Absence Approval Deadline Absence Processing	10
11	12 Payroll Closes: TchFell (4/15)	13 Payroll Open/Close: Weekly (4/16)	14	15 TL Rpt Deadline: Weekly (4/23) TL Rpt Deadline: Biweekly (4/23) Check Date: Teaching Fellows File Deadline: Stipend Absence Reporting Deadline	16 Check Date: Weekly TL Appr Deadline: Weekly (4/23) TL Appr Deadline: Biweekly (4/23) Absence Accural Cycle Absence Approval Deadline Absence Processing	17
18	19	20 Payroll Open/Close: Weekly (4/23) Payroll Open/Close: Biweekly (4/23)	21	22 TL Rpt Deadline: Weekly (4/30) Payroll Opens: Monthly (4/30) Absence Reporting Deadline	23 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (4/30) Payroll Open: Stipend (4/30) Payroll Closes: Monthly (4/30) Absence Approval Deadline Absence Processing	24
25	26 Payroll Close: Stipend (4/30)	27 Payroll Open/Close: Weekly (4/30)	28	29 TL Rpt Deadline: Weekly (5/7) TL Rpt Deadline: Biweekly (5/7) Absence Reporting Deadline	30 Check Date: Weekly Check Date: Stipend Check Date: Monthly TL Appr Deadline: Weekly (5/7) TL Appr Deadline: Biweekly (5/7) Absence Approval Deadline Absence Processing	

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

May 2021 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Payroll Open/Close: Weekly (5/7) Payroll Open/Close: Biweekly (5/7)	5	6 TL Rpt Deadline: Weekly (5/14) Absence Reporting Deadline	7 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (5/14) Payroll Opens: TchFell (5/14) Absence Approval Deadline Absence Processing	8
9	10 Payroll Closes: TchFell (5/14)	11 Payroll Open/Close: Weekly (5/14)	12	13 TL Rpt Deadline: Weekly (5/21) TL Rpt Deadline: Biweekly (5/21) Absence Reporting Deadline	14 Check Date: Weekly Check Date: Teaching Fellows TL Appr Deadline: Weekly (5/21) TL Appr Deadline: Biweekly (5/21) File Deadline: Stipend Absence Approval Deadline Absence Processing	15
16	17	18 Payroll Open/Close: Weekly (5/21) Payroll Open/Close: Biweekly (5/21)	19 Absence Accrual Cycle	20 TL Rpt Deadline: Weekly (5/28) Payroll Opens: Monthly (5/28) Absence Reporting Deadline	21 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (5/28) Payroll Closes: Monthly (5/28) Absence Approval Deadline Absence Processing	22
23		25 Payroll Open/Close: Weekly (5/28)	26 TL Rpt Deadline: Weekly (6/4) TL Rpt Deadline: Biweekly (6/4) Payroll Open /Close Stipend (6/1) Absence Reporting Deadline	27 TL Appr Deadline: Weekly (6/4) TL Appr Deadline: Biweekly (6/4) Absence Approval Deadline Absence Processing	28 Check Date: Weekly Check Date: Monthly	29
30	**Memorial Day** 31					

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

June 2021 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Payroll Open/Close: Weekly (6/4) Payroll Open/Close: Biweekly (6/4) Check Date: Stipend	2	3 TL Rpt Deadline: Weekly (6/11) Absence Reporting Deadline	4 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (6/11) Absence Approval Deadline Absence Processing	5
6	7	8 Payroll Open/Close: Weekly (6/11)	9 Payroll Opens: TchFell (6/15)	10 TL Rpt Deadline: Weekly (6/18) TL Rpt Deadline: Biweekly (6/18) Payroll Closes: TchFell (6/15) Absence Reporting Deadline	11 Check Date: Weekly TL Appr Deadline: Weekly (6/18) TL Appr Deadline: Biweekly (6/18) Absence Approval Deadline Absence Processing	12
13	14	15 Payroll Open/Close: Weekly (6/18) Payroll Open/Close: Biweekly (6/18) Check Date: Teaching Fellows	16 File Deadline: Stipend Absence Accrual Cycle	17 TL Rpt Deadline: Weekly (6/25) Absence Reporting Deadline	18 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (6/25) Absence Approval Deadline Absence Processing	19
20	21	22 Payroll Open/Close: Weekly (6/25)	23	24 TL Rpt Deadline: Weekly (7/2) TL Rpt Deadline: Biweekly (7/2) Payroll Opens: Monthly (6/30) Absence Reporting Deadline	25 Check Date: Weekly TL Appr Deadline: Weekly (7/2) TL Appr Deadline: Biweekly (7/2) Payroll Opens Stipend (7/1) Payroll Closes: Monthly (6/30) Absence Approval Deadline Absence Processing	26
27	28 Payroll Closes Stipend (7/1)	29 Payroll Open/Close: Weekly (7/2) Payroll Open/Close: Biweekly (7/2)	30 Check Date: Monthly TL Rpt Deadline: Weekly (7/9) Absence Reporting Deadline			

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

July 2021 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 TL Appr Deadline: Weekly (7/9) Check Date: Stipend Absence Approval Deadline Absence Processing	2 Check Date: Weekly Check Date: Biweekly	3
4	July 4(Observed) 5	6 Payroll Open/Close: Weekly (7/9)	7	8 TL Rpt Deadline: Weekly (7/16) TL Rpt Deadline: Biweekly (7/16) Absence Reporting Deadline	9 Check Date: Weekly TL Appr Deadline: Weekly (7/16) TL Appr Deadline: Biweekly (7/16) Payroll Opens: TchFell (7/15) Absence Approval Deadline Absence Processing	10
11	12 Payroll Closes: TchFell (7/15)	13 Payroll Open/Close: Weekly (7/16) Payroll Open/Close: Biweekly (7/16)	14 File Deadline: Stipend	15 TL Rpt Deadline: Weekly (7/23) Check Date: Teaching Fellows Absence Reporting Deadline	16 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (7/23) Absence Accural Cycle Absence Approval Deadline Absence Processing	17
18	19	20 Payroll Open/Close: Weekly (7/23)	21	22 TL Rpt Deadline: Weekly (7/30) TL Rpt Deadline: Biweekly (7/30) Payroll Opens: Monthly (7/30) Absence Reporting Deadline	23 Check Date: Weekly TL Appr Deadline: Weekly (7/30) TL Appr Deadline: Biweekly (7/30) Payroll Closes: Monthly (7/30) Payroll Open: Stipend (7/30) Absence Approval Deadline Absence Processing	24
25	26 Payroll Closes: Stipend (7/30)	27 Payroll Open/Close: Weekly (7/30) Payroll Open/Close: Biweekly (7/30)	28	29 TL Rpt Deadline: Weekly (8/6) Absence Reporting Deadline	30 Check Date: Weekly Check Date: Biweekly Check Date: Monthly Check Date: Stipend TL Appr Deadline: Weekly (8/6) Absence Approval Deadline Absence Processing	31

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

August 2021 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Payroll Open/Close: Weekly (8/6)	4	5 TL Rpt Deadline: Weekly (8/13) TL Rpt Deadline: Biweekly (8/13) Absence Reporting Deadline	6 Check Date: Weekly TL Appr Deadline: Weekly (8/13) TL Appr Deadline: Biweekly (8/13) Payroll Opens: TchFell (8/13) Absence Approval Deadline Absence Processing	7
8	9 Payroll Closes: TchFell (8/13)	10 Payroll Open/Close: Weekly (8/13) Payroll Open/Close: Biweekly (8/13)	11	12 TL Rpt Deadline: Weekly (8/20) Absence Reporting Deadline	13 Check Date: Weekly Check Date: Biweekly Check Date: Teaching Fellows TL Appr Deadline: Weekly (8/20) Absence Approval Deadline Absence Processing	14
15	16 Absence Accrual Cycle	17 Payroll Open/Close: Weekly (8/20) File Deadline: Stipend	18	19 TL Rpt Deadline: Weekly (8/27) TL Rpt Deadline: Biweekly (8/27) Absence Reporting Deadline	20 Check Date: Weekly TL Appr Deadline: Weekly (8/27) TL Appr Deadline: Biweekly (8/27) Absence Approval Deadline Absence Processing	21
22	23	24 Payroll Open/Close: Weekly (8/27) Payroll Open/Close: Biweekly (8/27)	25 Payroll Opens: Monthly (8/31)	26 TL Rpt Deadline: Weekly (9/3) Payroll Closes: Monthly (8/31) Payroll Opens: Stipend (9/1) Absence Reporting Deadline	27 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (9/3) Payroll Closes: Stipend (9/1) Absence Approval Deadline Absence Processing	28
29	30	31 Payroll Open/Close: Weekly (8/21) Check Date: Monthly				

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

September 2021 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 TL Rpt Deadline: Weekly (9/10) TL Rpt Deadline: Biweekly (9/10) Check Date: Stipend Absence Reporting Deadline	2 TL Appr Deadline: Weekly (9/10) TL Appr Deadline: Biweekly (9/10) Absence Approval Deadline Absence Processing	3 Check Date: Weekly	4
5	**Labor Day** 6	7 Payroll Open/Close: Weekly (9/10) Payroll Open/Close: Biweekly (9/10)	8	9 TL Rpt Deadline: Weekly (9/17) Payroll Opens: TchFell (9/15) Absence Reporting Deadline	10 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (9/17) Payroll Closes: TchFell (9/15) Absence Approval Deadline Absence Processing	11
12	13	14 Payroll Open/Close: Weekly (9/17)	15 File Deadline: Stipend Check Date: Teaching Fellows	16 TL Rpt Deadline: Weekly (9/24) TL Rpt Deadline: Biweekly (9/24) Absence Accrual Cycle Absence Reporting Deadline	17 Check Date: Weekly TL Appr Deadline: Weekly (9/24) TL Appr Deadline: Biweekly (9/24) Absence Approval Deadline Absence Processing	18
19	20	21 Payroll Open/Close: Weekly (9/24) Payroll Open/Close: Biweekly (9/24)	22	23 TL Rpt Deadline: Weekly (10/1) Payroll Opens: Monthly (9/30) Absence Reporting Deadline	24 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (10/1) Payroll Closes: Monthly (9/30) Payroll Opens: Stipend (10/1) Absence Approval Deadline Absence Processing	25
26	27 Payroll Closes: Stipend (10/1)	28 Payroll Open/Close: Weekly (10/1)	29	30 Check Date: Monthly TL Rpt Deadline: Weekly (10/8) TL Rpt Deadline: Biweekly (10/8) Absence Reporting Deadline		

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

All Dates/Deadlines subject to change

October 2021 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Check Date: Weekly Check Date: Stipend TL Appr Deadline: Weekly (10/8) TL Appr Deadline: Biweekly (10/8) Absence Approval Deadline Absence Processing	2
3	4	5 Payroll Open/Close: Weekly (10/8) Payroll Open/Close: Biweekly (10/8)	6 TL Rpt Deadline: Weekly (10/15) Absence Reporting Deadline	7 TL Appr Deadline: Weekly (10/15) Payroll Opens: TchFell (10/15) Absence Approval Deadline Absence Processing	8 Check Date: Weekly Check Date: Biweekly Payroll Closes: TchFell (10/15)	9
10	**Columbus Day** 11	12 Payroll Open/Close: Weekly (10/15)	13	14 TL Rpt Deadline: Weekly (10/22) TL Rpt Deadline: Biweekly (10/22) Absence Reporting Deadline	15 Check Date: Weekly TL Appr Deadline: Weekly (10/22) TL Appr Deadline: Biweekly (10/22) Check Date: Teaching Fellows Absence Accrual Cycle Absence Approval Deadline Absence Processing	16
17	18 File Deadline: Stipend	19 Payroll Open/Close: Weekly (10/22) Payroll Open/Close: Biweekly (10/22)	20	21 TL Rpt Deadline: Weekly (10/29) Absence Reporting Deadline	22 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (10/29) Payroll Opens: Monthly (10/29) Absence Approval Deadline Absence Processing	23
24	25 Payroll Closes: Monthly (10/29)	26 Payroll Open/Close: Weekly (10/29)	27 Payroll Opens/Closes: Stipend (11/1)	28 TL Rpt Deadline: Weekly (11/5) TL Rpt Deadline: Biweekly (11/5) Absence Reporting Deadline	29 Check Date: Weekly Check Date: Monthly TL Appr Deadline: Weekly (11/5) TL Appr Deadline: Biweekly (11/5) Absence Approval Deadline Absence Processing	30
31						

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

November 2021 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Check Date: Stipend	2 Payroll Open/Close: Weekly (11/5) Payroll Open/Close: Biweekly (11/5)	3 TL Rpt Deadline: Weekly (11/12) Absence Reporting Deadline	4 TL Appr Deadline: Weekly (11/12) Payroll Opens: TchFell (11/15) Absence Approval Deadline Absence Processing	5 Check Date: Weekly Check Date: Biweekly Payroll Closes: TchFell (11/15)	6
7	8 Payroll Open/Close: Weekly (11/12)	9	10 TL Rpt Deadline: Weekly (11/19) TL Rpt Deadline: Biweekly (11/19) File Deadline: Stipend Absence Reporting Deadline	**Veteran's Day** 11	12 Check Date: Weekly TL Appr Deadline: Weekly (11/19) TL Appr Deadline: Biweekly (11/19) Absence Approval Deadline Absence Processing	13
14	15 Check Date: Teaching Fellows	16 Payroll Open/Close: Weekly (11/19) Payroll Open/Close: Biweekly (11/19) TL Rpt Deadline: Weekly (11/24) Absence Reporting Deadline	17 TL Appr Deadline: Weekly (11/24) Absence Accrual Cycle Absence Approval Deadline Absence Processing	18	19 Check Date: Weekly Check Date: Biweekly Payroll Open/Close: Weekly (11/24)	20
21	22 Payroll Opens: Monthly (11/30)	23 TL Rpt Deadline: Weekly (12/3) TL Rpt Deadline: Biweekly (12/3) Payroll Closes: Monthly (11/30) Payroll Opens: Stipend (12/1) Absence Reporting Deadline	24 Check Date: Weekly TL Appr Deadline: Weekly (12/3) TL Appr Deadline: Biweekly (12/3) Payroll Closes: Stipend (12/1) Absence Approval Deadline Absence Processing	**Thanksgiving** 25	**Day After Thanksgiving** 26	27
28	29	30 Check Date: Monthly Payroll Open/Close: Weekly (12/3) Payroll Open/Close: Biweekly (12/3)				

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

December 2021 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Check Date: Stipend	2 TL Rpt Deadline: Weekly (12/10) Absence Reporting Deadline	3 Check Date: Weekly Check Date: BiWeekly TL Appr Deadline: Weekly (12/10) Payroll Opens: TchFell (12/15) Absence Approval Deadline Absence Processing	4
5	6 Payroll Closes: TchFell (12/15) File Deadline: Stipend	7 Payroll Open/Close: Weekly (12/10)	8	9 TL Rpt Deadline: Weekly (12/17) TL Rpt Deadline: Biweekly (12/17) Payroll Close: Monthly (12/22) Absence Reporting Deadline	10 Check Date: Weekly TL Appr Deadline: Weekly (12/17) TL Appr Deadline: Biweekly (12/17) Payroll Open: Monthly (12/22) Absence Approval Deadline Absence Processing	11
12	13	14 Payroll Open/Close: Weekly (12/17) Payroll Open/Close:Biweekly (12/17) TL Rpt Deadline: Weekly (12/22) Absence Reporting Deadline	15 TL Appr Deadline: Weekly (12/22) Check Date: Teaching Fellows Payroll Opens: Stipend (12/22) Absence Approval Deadline Absence Processing	16 Payroll Closes: Stipend (12/22) Absence Accrual Cycle	17 Check Date: Weekly Check Date: BiWeekly Payroll Open/Close: Weekly (12/22)	18
19	20	21 TL Rpt Deadline: Weekly (12/30) TL Rpt Deadline: Biweekly (12/30) Absence Reporting Deadline	22 TL Appr Deadline: Weekly (12/30) TL Appr Deadline: Biweekly (12/30) Check Date: Weekly Check Date: Monthly Check Date: Stipend Absence Approval Deadline Absence Processing	23 **1/2 Day Christmas Eve**	**Christmas (Observed)** 24	25
26	**Winter Recess** 27 Payroll Open/Close: Weekly (12/30) Payroll Open/Close:Biweekly (12/30)	**Winter Recess** 28	**Winter Recesss** 29 TL Rpt Deadline: Weekly (1/7) Absence Reporting Deadline	**Winter Recesss** 30 Check Date: Weekly Check Date: BiWeekly TL Appr Deadline: Weekly (1/7) Absence Approval Deadline Absence Processing	**New Years Day (Observed)** 31	1

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change