

2021 Biweekly Payroll Schedule

Below please find the biweekly payroll schedule for 2021. The biweekly pay period begins on Monday and ends on Sunday. **Timesheet entries in Workday must be submitted by 10 am and approved by noon on Monday prior to payday (*or other day/times due to Holidays).** If you cannot update your hours by these deadlines, please submit an approved **Prior Pay Period Adjustment form** to the Controller's Office. Payments are issued every other Friday, except during holiday weeks as indicated below.

Controller's Office / Payroll Contacts:

- Hourly payroll: Robin Saindon, Ext. 3584, rsaindon@bowdoin.edu
- Monthly payroll: Lynne Toussaint, Ext. 3843, ltoussai@bowdoin.edu

#	FY	AYB	Pay Cycle Dates	Timesheet (TS) Due	Pay Day	Comments
1	FY21	*	Mon, Dec 21, 2020 – Sun, Jan 3, 2021	*Wed, Dec 23, 2020 (Final updates and approvals by 9:00 a.m. on Mon, Jan 4, 2021)	Fri, Jan 8, 2021	Early deadline – Holiday break
2	FY21		Mon, Jan 4, 2021 - Sun, Jan 17, 2021	*Tues, Jan 19, 2021 (submissions by 9:00 a.m. & approvals by 10:00 a.m.)	Fri, Jan 22, 2021	Late deadline - Holiday
3	FY21		Mon, Jan 18, 2021 – Sun, Jan 31, 2021	Mon, Feb 1, 2021	Fri, Feb 5, 2021	
4	FY21	*	Mon, Feb 1, 2021 – Sun, Feb 14, 2021	*Tues, Feb 16, 2021 (submissions by 9:00 a.m. & approvals by 10:00 a.m.)	Fri, Feb 19, 2021	Late deadline - Holiday
5	FY21	*	Mon, Feb 15, 2021 – Sun, Feb 28, 2021	Mon, Mar 1, 2021	Fri, Mar 5, 2021	
6	FY21	*	Mon, Mar 1, 2021 – Sun, Mar 14, 2021	Mon, Mar 15, 2021	Fri, Mar 19, 2021	
7	FY21	*	Mon, Mar 15, 2021 – Sun, Mar 28, 2021	Mon, Mar 29, 2021	Fri, Apr 2, 2021	
8	FY21	*	Mon, Mar 29, 2021 – Sun, Apr 11, 2021	Mon, Apr 12, 2021	Fri, Apr 16, 2021	
9	FY21	*	Mon, Apr 12, 2021 – Sun, Apr 25, 2021	Mon, Apr 26, 2021	Fri, Apr 30, 2021	
10	FY21	*	Mon, Apr 26, 2021 – Sun, May 9, 2021	Mon, May 10, 2021	Fri, May 14, 2021	
11	FY21	*	Mon, May 10, 2021 – Sun, May 23, 2021	Mon, May 24, 2021	Fri, May 28, 2021	
12	FY21	*	Mon, May 24, 2021 – Sun, Jun 6, 2021	Mon, Jun 7, 2021	Fri, Jun 11, 2021	
13	FY21		Mon, Jun 7, 2021 – Sun, Jun 20, 2021	Mon, Jun 21, 2021	Fri, Jun 25, 2021	
14	FY22		Mon, Jun 21, 2021 – Sun, Jul 4, 2021	*Tues, Jul 6, 2021 (submissions by 9:00 a.m. & approvals by 10:00 a.m.)	Fri, July 9, 2021	Late deadline - Holiday
15	FY22		Mon, Jul 5, 2021 – Sun, Jul 18, 2021	Mon, Jul 19, 2021	Fri, Jul 23, 2021	
16	FY22		Mon, Jul 19, 2021 – Sun, Aug 1, 2021	Mon, Aug 2, 2021	Fri, Aug 6, 2021	
17	FY22		Mon, Aug 2, 2021 – Sun, Aug 15, 2021	Mon, Aug 16, 2021	Fri, Aug 20, 2021	
18	FY22	*	Mon, Aug 16, 2021 – Sun, Aug 29, 2021	Mon, Aug 30, 2021	Fri, Sep 3, 2021	
19	FY22	*	Mon, Aug 30, 2021 – Sun, Sep 12, 2021	Mon, Sep 13, 2021	Fri, Sep 17, 2021	
20	FY22	*	Mon, Sep 13, 2021 – Sun, Sep 26, 2021	Mon, Sep 27, 2021	Fri, Oct 1, 2021	
21	FY22	*	Mon, Sep 27, 2021 – Sun, Oct 10, 2021	Mon, Oct 11, 2021	Fri, Oct 15, 2021	
22	FY22	*	Mon, Oct 11, 2021 – Sun, Oct 24, 2021	Mon, Oct 25, 2021	Fri, Oct 29, 2021	
23	FY22	*	Mon, Oct 25, 2021 – Sun, Nov 7, 2021	Mon, Nov 8, 2021	Fri, Nov 12, 2021	
24	FY22	*	Mon, Nov 8, 2021 – Sun, Nov 21, 2021	Mon, Nov 22, 2021	Fri, Nov 26, 2021	
25	FY22	*	Mon, Nov 22, 2021 – Sun, Dec 5, 2021	Mon, Dec 6, 2021	Fri, Dec 10, 2021	
26	FY22	*	Mon, Dec 6, 2021 – Sun, Dec 19, 2021	Mon, Dec 20, 2021	Fri, Dec 24, 2021	

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