## Symbol and Color Legend
- **Payday for Staff & Faculty**
- **Direct Deposit posted for Faculty Staff Payday**
- **Forms related to attendance, due after Staff & Faculty Payday (jury duty, OT)**
- **Payday for Students, hourly intermittents, OT, Shift Differential & Addl pay**
- **Payroll Cut-off**
- **Fiscal Year End Closing Deadline - All payroll related transactions for current fiscal year must be submitted to HR by 5:00 pm. (June 30, 2021)**

## Absence and Time Reporting Deadlines
- **Absence and Time REPORTING Deadline**
- **Absence and Time APPROVAL Deadline**

### ACADEMIC AND HOLIDAY DATES

- **Fall Semester - 9 Week Days**
  - 8/16/20 – 12/11/20
  - Workdays Classes Begin 9/24/20
  - Final Exams 12/7/20 – 12/11/20

- **Spring Semester - 8 Week Days**
  - 2/1/21 – 5/7/21
  - Workdays Classes Begin 2/1/21
  - Final Exams 5/7/21 – 5/14/21

### JULY 2020
- **Jul 1 - Jul 30 = 22 days**

### AUGUST 2020
- **Jul 31 - Aug 31 = 22 Days**

### SEPTEMBER 2020
- **Sep 1 - Sep 30 = 22 Days**

### OCTOBER 2020
- **Oct 1 - Oct 31 = 22 Days**

### NOVEMBER 2020
- **Nov 1 - Dec 1 = 22 Days**

### DECEMBER 2020
- **Dec 2 - Dec 31 = 22 Days**

### JANUARY 2021
- **Jan 1 - Jan 31 = 22 Days**

### FEBRUARY 2021
- **Feb 1 - Mar 1 = 22 Days**

### MARCH 2021
- **Mar 1 - Mar 31 = 22 Days**

### APRIL 2021
- **Apr 1 - Apr 30 = 22 Days**

### MAY 2021
- **May 1 - May 31 = 22 Days**

### JUNE 2021
- **Jun 1 - Jun 30 = 22 Days**