

Monthly 2021 Payroll Calendar

Direct Hire Form
(Hire/Rehire)/Terminations

Begin Date	End Date	Approval Levels 1 and 2 are Complete ¹	Approval Levels 3 and 4 are Complete ^{1,2}	Supplemental Pay Transactions Due to Level 4 (including ad hoc approvals)	Supplemental Pay Transactions Due to GTHR Level 5 (including ad hoc approvals)	Payroll Processed	Pay Date	Work Days	Pay Run ID
01/01/21	01/31/21	12/18/20	01/06/21	01/08/21	01/14/21	01/20/21	01/29/21	21	11M1
02/01/21	02/28/21	01/19/21	02/03/21	02/05/21	02/10/21	02/17/21	02/26/21	20	12M1
03/01/21	03/31/21	02/26/21	03/10/21	03/12/21	03/17/21	03/24/21	03/31/21	23	13M1
04/01/21	04/30/21	03/25/21	04/08/21	04/12/21	04/16/21	04/23/21	04/30/21	22	14M1
05/01/21	05/31/21	04/23/21	05/06/21	05/10/21	05/14/21	05/21/21	05/28/21	21	15M1
06/01/21	06/30/21	05/24/21	06/09/21	06/11/21	06/16/21	06/23/21	06/30/21	22	16M1
07/01/21	07/31/21	06/25/21	07/07/21	07/09/21	07/14/21	07/21/21	07/30/21	22	17M1
08/01/21	08/31/21	07/23/21	08/10/21	08/12/21	08/17/21	08/24/21	08/31/21	22	18M1
09/01/21	09/30/21	08/23/21	09/09/21	09/10/21	09/16/21	09/23/21	09/30/21	22	19M1
10/01/21	10/31/21	09/24/21	10/08/21	10/11/21	10/15/21	10/22/21	10/29/21	21	10M1
11/01/21	11/30/21	10/22/21	11/08/21	11/10/21	11/15/21	11/22/21	11/30/21	21	1NM1
12/01/21	12/31/21	11/22/21	12/06/21	12/08/21	12/13/21	12/20/21	12/31/21	23	1DM1

Summer Pay Processing Schedule

Begin Date	End Date	5pm Data Entry Deadline	Pay Date
05/01/21	05/31/21	05/17/21	05/31/21
06/01/21	06/30/21	06/18/21	06/30/21
07/01/21	07/31/21	07/16/21	07/31/21
08/01/21	08/31/21	08/19/21	08/31/21

¹ These dates assume that submissions are free from error and follow GT and USG policies. This also assumes that positions have been approved and attributes are accurate.

² Employee hired/rehired needs to complete Section I of onboarding within 5 business days from this date.