

Rutgers, The State University
 Division of Payroll Services
 Time and Labor Schedule
 Calendar Year 2021

Payroll

Cycle	Time and Labor Cutoff	Pay Date
Salary	Monday, January 4, 2021	Friday, January 8, 2021
Hourly	Monday, January 11, 2021	Friday, January 15, 2021
Salary	Friday, January 15, 2021	Friday, January 22, 2021
Hourly	Monday, January 25, 2021	Friday, January 29, 2021
Salary	Monday, February 1, 2021	Friday, February 5, 2021
Hourly	Monday, February 8, 2021	Friday, February 12, 2021
Salary	Monday, February 15, 2021	Friday, February 19, 2021
Hourly	Monday, February 22, 2021	Friday, February 26, 2021
Salary	Monday, March 1, 2021	Friday, March 5, 2021
Hourly	Monday, March 8, 2021	Friday, March 12, 2021
Salary	Monday, March 15, 2021	Friday, March 19, 2021
Hourly	Monday, March 22, 2021	Friday, March 26, 2021
Salary	Monday, March 29, 2021	Friday, April 2, 2021
Hourly	Monday, April 5, 2021	Friday, April 9, 2021
Salary	Monday, April 12, 2021	Friday, April 16, 2021
Hourly	Monday, April 19, 2021	Friday, April 23, 2021
Salary	Monday, April 26, 2021	Friday, April 30, 2021
Hourly	Monday, May 3, 2021	Friday, May 7, 2021
Salary	Monday, May 10, 2021	Friday, May 14, 2021
Hourly	Monday, May 17, 2021	Friday, May 21, 2021
Salary	Monday, May 24, 2021	Friday, May 28, 2021
Hourly	Friday, May 28, 2021	Friday, June 4, 2021
Salary	Monday, June 7, 2021	Friday, June 11, 2021
Hourly	Monday, June 14, 2021	Friday, June 18, 2021
Salary	Monday, June 21, 2021	Friday, June 25, 2021
Hourly	Monday, June 28, 2021	Friday, July 2, 2021
Salary	Friday, July 2, 2021	Friday, July 9, 2021
Hourly	Monday, July 12, 2021	Friday, July 16, 2021
Salary	Monday, July 19, 2021	Friday, July 23, 2021
Hourly	Monday, July 26, 2021	Friday, July 30, 2021,
Salary	Monday, August 2, 2021	Friday, August 6, 2021
Hourly	Monday, August 9, 2021	Friday, August 13, 2021
Salary	Monday, August 16, 2021	Friday, August 20, 2021
Hourly	Monday, August 23, 2021	Friday, August 27, 2021
Salary	Monday, August 30, 2021	Friday, September 3, 2021
Hourly	Friday September 3, 2021	Friday, September 10, 2021
Salary	Monday, September 13, 2021	Friday, September 17, 2021
Hourly	Monday, September 20, 2021	Friday, September 24, 2021
Salary	Monday, September 27, 2021	Friday, October 1, 2021
Hourly	Monday, October 4, 2021	Friday, October 8, 2021
Salary	Monday, October 11, 2021	Friday, October 15, 2021
Hourly	Monday, October 18, 2021	Friday, October 22, 2021
Salary	Monday, October 25, 2021	Friday, October 29, 2021
Hourly	Monday, November 1, 2021	Friday, November 5, 2021
Salary	Monday, November 8, 2021	Friday, November 12, 2021
Hourly	Monday, November 15, 2021	Friday, November 19, 2021
Salary	Friday, November 19, 2021	Wednesday, November 24, 2021
Hourly	Monday, November 29, 2021	Friday, December 3, 2021

The calendar for December 2021 will be announced later.

Time Admin is scheduled to run at 12:00pm and 3:00 am daily
 There will be an extra Time Admin run at 2:30pm on the cutoff Monday
 The cutoff Monday schedule will be as follows:
 12:00 Time Entry should be completed
 12:00 - 1:30 Time Admin will convert reported time into payable time
 1:30 - 2:30 Approve payable time and correct exceptions
 2:30 - 3:30 Additional Time Admin to convert corrected exceptions into payable time
 3:30 - 4:30 Approve any remaining payable time