

Pay Cycle	Pay Period Start Date	Pay Period End Date	Payroll Deadline/Lock* Date 5pm Pacific Time	Time Entry Unlocked for prior period adjustments	Earning Statements viewable to Employees (3 days before payday)	Payday Workday Payroll Processing opens for next cycle	** Retro Run captures all retro transactions processed to pick up for upcoming Pay cycle
1	December 16, 2020	December 31, 2020	January 4, 2021	January 7, 2021	January 8, 2021	January 11, 2021	N/A
2	January 1, 2021	January 15, 2021	January 19, 2021	January 22, 2021	January 22, 2021	January 25, 2021	January 12, 2021
3	January 16, 2021	January 31, 2021	February 4, 2021	February 7, 2021	February 7, 2021	February 10, 2021	January 26, 2021
4	February 1, 2021	February 15, 2021	February 18, 2021	February 22, 2021	February 22, 2021	February 25, 2021	February 16, 2021
5	February 16, 2021	February 28, 2021	March 3, 2021	March 7, 2021	March 7, 2021	March 10, 2021	February 26, 2021
6	March 1, 2021	March 15, 2021	March 17, 2021	March 22, 2021	March 22, 2021	March 25, 2021	March 15, 2021
7	March 16, 2021	March 31, 2021	April 2, 2021	April 7, 2021	April 6, 2021	April 9, 2021	March 31, 2021
8	April 1, 2021	April 15, 2021	April 19, 2021	April 22, 2021	April 23, 2021	April 26, 2021	April 15, 2021
9	April 16, 2021	April 30, 2021	May 4, 2021	May 7, 2021	May 7, 2021	May 10, 2021	April 30, 2021
10	May 1, 2021	May 15, 2021	May 19, 2021	May 22, 2021	May 22, 2021	May 25, 2021	May 17, 2021
11	May 16, 2021	May 31, 2021	June 3, 2021	June 7, 2021	June 7, 2021	June 10, 2021	June 1, 2021

\* Payroll will be locked. All processes and approvals must be fully completed.

\*\*This Retro Run will happen 1 time per pay cycle and capture all prior to current cycle transactions that have been submitted and approved; i.e. Job changes, Salary Changes, Late appointments. **Retro Time Changes will be captured with the** \*Lock date.