

Biweekly 2021 Payroll Calendar

Direct Hire Form (Hire/Rehire)

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) ^{1,3}	Supplemental Pay Transactions Due to GTHR Level 5 (including ad hoc approvals) ^{1,3}	MGR Absence/Time Approval by 10am	Payroll Processed	Pay Date	Pay Run ID
12/27/20	01/09/21	12/11/20	12/18/20	12/28/20	01/04/21	01/11/21	01/11/21	01/15/21	11B1
01/10/21	01/23/21	12/18/20	12/27/20	01/12/21	01/19/21	01/25/21	01/25/21	01/29/21	11B2
01/24/21	02/06/21	01/08/21	01/15/21	01/25/21	02/01/21	02/08/21	02/08/21	02/12/21	12B1
02/07/21	02/20/21	01/22/21	01/29/21	02/08/21	02/15/21	02/22/21	02/22/21	02/26/21	12B2
02/21/21	03/06/21	02/05/21	02/12/21	02/22/21	03/01/21	03/08/21	03/08/21	03/12/21	13B1
03/07/21	03/20/21	02/19/21	02/26/21	03/08/21	03/15/21	03/22/21	03/22/21	03/26/21	13B2
03/21/21	04/03/21	03/05/21	03/12/21	03/22/21	03/29/21	04/05/21	04/05/21	04/09/21	14B1
04/04/21	04/17/21	03/19/21	03/26/21	04/05/21	04/12/21	04/19/21	04/19/21	04/23/21	14B2
04/18/21	05/01/21	04/02/21	04/09/21	04/19/21	04/26/21	05/03/21	05/03/21	05/07/21	15B1
05/02/21	05/15/21	04/16/21	04/23/21	05/03/21	05/10/21	05/17/21	05/17/21	05/21/21	15B2
05/16/21	05/29/21	04/30/21	05/07/21	05/14/21	05/21/21	05/28/21	05/28/21	06/04/21	16B1
05/30/21	06/12/21	05/14/21	05/21/21	05/31/21	06/07/21	06/14/21	06/14/21	06/18/21	16B2
06/13/21	06/26/21	05/28/21	06/04/21	06/14/21	06/21/21	06/28/21	06/28/21	07/02/21	17B1
06/27/21	07/10/21	06/11/21	06/18/21	06/29/21	07/06/21	07/12/21	07/12/21	07/16/21	17B2
07/11/21	07/24/21	06/25/21	07/02/21	07/12/21	07/19/21	07/26/21	07/26/21	07/30/21	17B3
07/25/21	08/07/21	07/09/21	07/16/21	07/26/21	08/02/21	08/09/21	08/09/21	08/13/21	18B1
08/08/21	08/21/21	07/23/21	07/30/21	08/09/21	08/16/21	08/23/21	08/23/21	08/27/21	18B2
08/22/21	09/04/21	08/06/21	08/13/21	08/20/21	08/27/21	09/03/21	09/03/21	09/10/21	19B1
09/05/21	09/18/21	08/20/21	08/27/21	09/07/21	09/13/21	09/20/21	09/20/21	09/24/21	19B2
09/19/21	10/02/21	09/03/21	09/10/21	09/20/21	09/27/21	10/04/21	10/04/21	10/08/21	10B1
10/03/21	10/16/21	09/17/21	09/24/21	10/04/21	10/11/21	10/18/21	10/18/21	10/22/21	10B2
10/17/21	10/30/21	10/01/21	10/08/21	10/18/21	10/25/21	11/01/21	11/01/21	11/05/21	11B1
10/31/21	11/13/21	10/15/21	10/22/21	11/01/21	11/08/21	11/15/21	11/15/21	11/19/21	11B2
11/14/21	11/27/21	10/29/21	11/05/21	11/15/21	11/22/21	11/29/21	11/29/21	12/03/21	11B3
11/28/21	12/11/21	11/12/21	11/19/21	11/29/21	12/06/21	12/13/21	12/13/21	12/17/21	12B1
12/12/21	12/25/21	11/26/21	12/03/21	12/10/21	12/17/21	12/27/21	12/27/21	12/31/21	12B2
12/26/21	01/08/22	12/10/21	12/17/21	12/27/21	01/03/22	01/10/22	01/10/22	01/14/22	11B1

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.

³ Biweekly paid employees submit timesheets for actual worked performed, so lump sum supplemental pay for work is not permitted. Usually, only awards are permitted as supplemental pay for biweekly.

Early Payroll Submission Due to Holiday