

# Decoding the payroll schedule

... And making it work for you

Aside from showing when the next paycheck arrives, the University of Illinois System Payroll Schedule also provides an array of deadlines, dates and information essential for making sure employees are paid accurately and on time.

Find the schedule in a Microsoft Excel spreadsheet format on the System Business Office website, where it can be viewed, downloaded and printed.\*\*

The expansive spreadsheet format can seem daunting at first. However, making sense of the deadlines, dates and terminology will help the payroll schedule suit your needs.

University of Illinois Payroll Schedule															
Year	# of Work Days	Pay ID	Pay Number	Begin Date	End Date	UIC	UIS	UIUC	Job Change	Time Entry Cutoff Noon	PARIS	Pay	Monthly	Feeder File	Feeder File
				Date	Date	HRFE DUE	HRFE DUE IN HR	HRFE TRANS DUE	System Cut-off * at 5pm	Supersuper 5:00 PM	Current Adj Cutoff 10:00 AM	Date	AVSL	InBound Due	Load Date 8:59 PM
2021	BW	1	1	12/13/2020	12/26/2020	12/11/2020	12/9/2020	12/18/2020	12/27/2020	12/23/2020	12/23/2020	1/6/2021		12/27/2020	12/28/2020
2021	MN	1	1	12/16/2020	1/15/2021	12/14/2020	12/16/2020	12/21/2020	1/6/2021	1/6/2021	1/6/2021	1/15/2021			
2021	BW	2	2	12/21/2020	1/9/2021	1/4/2021	12/22/2020	1/4/2021	1/10/2021	1/12/2021	1/13/2021	1/20/2021		1/10/2021	1/11/2021
2021	BW	3	3	1/10/2021	1/23/2021	1/15/2021	1/15/2021	1/15/2021	1/24/2021	1/26/2021	1/27/2021	2/3/2021		1/24/2021	1/25/2021
2021	MN	2	2	1/16/2021	2/15/2021	1/27/2021	1/28/2021	1/28/2021	2/7/2021	2/7/2021	2/9/2021	2/16/2021			
2021	BW	4	4	1/24/2021	2/6/2021	1/29/2021	1/29/2021	1/29/2021	2/7/2021	2/9/2021	2/10/2021	2/17/2021		2/7/2021	2/8/2021
2021	BW	5	5	2/7/2021	2/20/2021	2/12/2021	2/13/2021	2/13/2021	2/21/2021	2/23/2021	2/24/2021	3/3/2021		2/21/2021	2/22/2021
2021	MN	3	3	2/16/2021	3/15/2021	2/22/2021	2/23/2021	2/23/2021	3/7/2021	3/9/2021	3/10/2021	3/17/2021			
2021	BW	6	6	2/21/2021	3/6/2021	2/26/2021	2/27/2021	2/26/2021	3/7/2021	3/9/2021	3/10/2021	3/17/2021		3/7/2021	3/8/2021
2021	BW	7**	7	3/7/2021	3/20/2021	3/12/2021	3/13/2021	3/12/2021	3/21/2021	3/23/2021	3/24/2021	3/31/2021		3/21/2021	3/22/2021
2021	BW	8	8	3/21/2021	4/3/2021	3/26/2021	3/27/2021	3/26/2021	4/4/2021	4/6/2021	4/7/2021	4/14/2021		4/4/2021	4/5/2021
2021	MN	4	4	3/16/2021	4/15/2021	3/23/2021	3/24/2021	3/24/2021	4/7/2021	4/9/2021	4/9/2021	4/16/2021			
2021	BW	9	9	4/4/2021	4/17/2021	4/9/2021	4/9/2021	4/9/2021	4/18/2021	4/20/2021	4/21/2021	4/28/2021		4/18/2021	4/19/2021
2021	BW	10	10	4/18/2021	5/1/2021	4/23/2021	4/24/2021	4/23/2021	5/2/2021	5/4/2021	5/5/2021	5/12/2021		5/2/2021	5/3/2021
2021	MN	5	5	4/16/2021	5/15/2021	4/27/2021	4/28/2021	4/28/2021	5/7/2021	5/9/2021	5/9/2021	5/16/2021			
2021	BW	11	11	5/2/2021	5/15/2021	5/7/2021	4/28/2021	5/7/2021	5/16/2021	5/18/2021	5/19/2021	5/26/2021		5/16/2021	5/17/2021
2021	BW	12	12	5/16/2021	5/29/2021	5/21/2021	5/12/2021	5/21/2021	5/30/2021	6/2/2021	6/2/2021	6/9/2021		5/30/2021	6/1/2021
2021	MN	6	6	5/16/2021	6/15/2021	5/14/2021	5/14/2021	5/21/2021	6/7/2021	6/7/2021	6/7/2021	6/16/2021			
2021	BW	13	13	5/30/2021	6/12/2021	6/4/2021	5/26/2021	6/4/2021	6/13/2021	6/15/2021	6/16/2021	6/23/2021		6/13/2021	6/14/2021
2021	BW	14	14	6/13/2021	6/26/2021	6/18/2021	6/9/2021	6/18/2021	6/27/2021	6/29/2021	6/30/2021	7/7/2021		6/27/2021	6/28/2021
2021	MN	7	7	6/19/2021	7/15/2021	6/14/2021	6/14/2021	6/22/2021	7/7/2021	7/7/2021	7/9/2021	7/16/2021			
2021	BW	15	15	6/27/2021	7/10/2021	7/2/2021	6/23/2021	7/2/2021	7/11/2021	7/13/2021	7/14/2021	7/21/2021		7/11/2021	7/12/2021
2021	BW	16	16	7/11/2021	7/24/2021	7/16/2021	7/16/2021	7/16/2021	7/25/2021	7/27/2021	7/28/2021	8/4/2021		7/25/2021	7/26/2021
2021	MN	8	8	7/16/2021	8/15/2021	7/23/2021	7/23/2021	7/23/2021	8/5/2021	8/5/2021	8/5/2021	8/16/2021			
2021	BW	17	17	7/25/2021	8/7/2021	7/30/2021	7/21/2021	7/30/2021	8/8/2021	8/10/2021	8/11/2021	8/18/2021		8/8/2021	8/9/2021
2021	BW	18	18	8/8/2021	8/21/2021	8/13/2021	8/4/2021	8/13/2021	8/22/2021	8/24/2021	8/25/2021	9/1/2021		8/22/2021	8/23/2021
2021	MN	9	9	8/16/2021	9/15/2021	8/17/2021	8/13/2021	8/21/2021	9/6/2021	9/6/2021	9/8/2021	9/16/2021			
2021	BW	19	19	8/22/2021	9/4/2021	8/27/2021	8/18/2021	8/27/2021	9/5/2021	9/8/2021	9/9/2021	9/15/2021		9/5/2021	9/7/2021
2021	BW	20**	20	9/5/2021	9/18/2021	9/10/2021	9/1/2021	9/10/2021	9/19/2021	9/21/2021	9/22/2021	9/29/2021		9/19/2021	9/20/2021
2021	BW	21	21	9/19/2021	10/2/2021	9/24/2021	9/15/2021	9/24/2021	10/3/2021	10/5/2021	10/6/2021	10/13/2021		10/3/2021	10/4/2021
2021	MN	10	10	9/16/2021	10/15/2021	9/22/2021	9/15/2021	9/22/2021	10/6/2021	10/6/2021	10/8/2021	10/15/2021			
2021	BW	22	22	10/3/2021	10/16/2021	10/8/2021	9/29/2021	10/8/2021	10/17/2021	10/19/2021	10/20/2021	10/27/2021	Yes	10/17/2021	10/18/2021
2021	BW	23	23	10/17/2021	10/30/2021	10/22/2021	10/13/2021	10/22/2021	10/31/2021	11/2/2021	11/3/2021	11/10/2021		10/31/2021	11/1/2021
2021	MN	11	11	10/16/2021	11/15/2021	10/29/2021	10/15/2021	10/25/2021	11/7/2021	11/7/2021	11/9/2021	11/16/2021	Yes		
2021	BW	24	24	10/31/2021	11/13/2021	11/5/2021	11/5/2021	11/5/2021	11/14/2021	11/16/2021	11/17/2021	11/24/2021		11/14/2021	11/15/2021
2021	BW	25	25	11/14/2021	11/27/2021	11/19/2021	11/10/2021	11/19/2021	11/28/2021	11/30/2021	12/1/2021	12/8/2021		11/28/2021	11/29/2021
2021	MN	12	12	11/16/2021	12/15/2021	11/24/2021	11/15/2021	11/24/2021	12/6/2021	12/6/2021	12/8/2021	12/16/2021			
2021	BW	26	26	11/28/2021	12/11/2021	12/3/2021	11/23/2021	12/3/2021	12/12/2021	12/14/2021	12/15/2021	12/22/2021		12/12/2021	12/13/2021

\*\*Denotes no voluntary deductions taken  
Purple bolded text denotes calcs where dates have been modified

*\*\*The schedule is a Microsoft Excel spreadsheet that can be formatted and edited as needed — just be sure to download the most current version, since it is subject to updates.*

# The payroll schedule has 4 major sections

Dates and deadlines are grouped to provide general information and assist with specific tasks



University of Illinois Payroll Schedule															
Pay Year	# of Work Days	Pay ID	Pay Number	Begin Date	End Date	UIC HRFE DUE	UIS HRFE DUE IN HR	UIUC HRFE TRANS DUE	Job Change System Cut-off * at 5pm	Time Entry Cutoff Noon Superuser 5:00 PM	PARIS Current Adj Cutoff 10:00 AM	Pay Date	Monthly AVSL	Feeder File InBound Due	Feeder File Load Date 8:59 PM
2021		BW	1	12/13/2020	12/26/2020	12/11/2020	12/9/2020	12/18/2020	12/27/2020	12/28/2020	12/29/2020	1/6/2021		12/27/2020	12/28/2020
2021	23	MN	1	12/16/2020	1/15/2021	12/14/2020	12/16/2020	12/21/2020	1/6/2021		1/8/2021	1/15/2021			
2021		BW	2	12/27/2020	1/9/2021	1/4/2021	12/22/2020	1/4/2021	1/10/2021	1/12/2021	1/13/2021	1/20/2021		1/10/2021	1/11/2021
2021		BW	3	1/10/2021	1/23/2021	1/15/2021	1/6/2021	1/15/2021	1/24/2021	1/26/2021	1/27/2021	2/3/2021		1/24/2021	1/25/2021
2021	21	MN	2	1/16/2021	2/15/2021	1/27/2021	1/14/2021	1/25/2021	2/7/2021		2/9/2021	2/16/2021			
2021		BW	4	1/24/2021	2/6/2021	1/29/2021	1/20/2021	1/29/2021	2/7/2021	2/9/2021	2/10/2021	2/17/2021		2/7/2021	2/8/2021
2021		BW	5	2/7/2021	2/20/2021	2/12/2021	2/3/2021	2/12/2021	2/21/2021	2/23/2021	2/24/2021	3/3/2021		2/21/2021	2/22/2021
2021	20	MN	3	2/16/2021	3/15/2021	2/22/2021	2/12/2021	2/22/2021	3/7/2021		3/9/2021	3/16/2021			
2021		BW	6	2/21/2021	3/6/2021	2/26/2021	2/17/2021	2/26/2021	3/7/2021	3/9/2021	3/10/2021	3/17/2021		3/7/2021	3/8/2021
2021		BW	7**	3/7/2021	3/20/2021	3/12/2021	3/3/2021	3/12/2021	3/21/2021	3/23/2021	3/24/2021	3/31/2021		3/21/2021	3/22/2021
2021		BW	8	3/21/2021	4/3/2021	3/26/2021	3/17/2021	3/26/2021	4/4/2021	4/6/2021	4/7/2021	4/14/2021		4/4/2021	4/5/2021
2021	23	MN	4	3/16/2021	4/15/2021	3/30/2021	3/15/2021	3/24/2021	4/7/2021		4/9/2021	4/16/2021			
2021		BW	9	4/4/2021	4/17/2021	4/9/2021	3/31/2021	4/9/2021	4/18/2021	4/20/2021	4/21/2021	4/28/2021		4/18/2021	4/19/2021
2021		BW	10	4/18/2021	5/1/2021	4/23/2021	4/14/2021	4/23/2021	5/2/2021	5/4/2021	5/5/2021	5/12/2021		5/2/2021	5/3/2021
2021	21	MN	5	4/16/2021	5/15/2021	4/27/2021	4/15/2021	4/21/2021	5/5/2021		5/7/2021	5/14/2021			
2021		BW	11	5/2/2021	5/15/2021	5/7/2021	4/28/2021	5/7/2021	5/16/2021	5/18/2021	5/19/2021	5/26/2021		5/16/2021	5/17/2021
2021		BW	12	5/16/2021	5/29/2021	5/21/2021	5/12/2021	5/21/2021	5/30/2021	6/2/2021	6/3/2021	6/9/2021		5/30/2021	6/1/2021
2021	22	MN	6	5/16/2021	6/15/2021	5/14/2021	5/14/2021	5/21/2021	6/7/2021		6/9/2021	6/16/2021			
2021		BW	13	5/30/2021	6/12/2021	6/4/2021	5/26/2021	6/4/2021	6/13/2021	6/15/2021	6/16/2021	6/23/2021		6/13/2021	6/14/2021
2021		BW	14	6/13/2021	6/26/2021	6/18/2021	6/9/2021	6/18/2021	6/27/2021	6/29/2021	6/30/2021	7/7/2021		6/27/2021	6/28/2021
2021	22	MN	7	6/16/2021	7/15/2021	6/15/2021	6/14/2021	6/22/2021	7/7/2021		7/9/2021	7/16/2021			
2021		BW	15	6/27/2021	7/10/2021	7/2/2021	6/23/2021	7/2/2021	7/11/2021	7/13/2021	7/14/2021	7/21/2021		7/11/2021	7/12/2021
2021		BW	16	7/11/2021	7/24/2021	7/16/2021	7/7/2021	7/16/2021	7/25/2021	7/27/2021	7/28/2021	8/4/2021		7/25/2021	7/26/2021
2021	21	MN	8	7/16/2021	8/15/2021	7/21/2021	7/15/2021	7/22/2021	8/5/2021		8/9/2021	8/16/2021			
2021		BW	17	7/25/2021	8/7/2021	7/30/2021	7/21/2021	7/30/2021	8/8/2021	8/10/2021	8/11/2021	8/18/2021		8/8/2021	8/9/2021

# PAY PERIODS Columns A-F

**Pay ID**  
 "MN" = Monthly pay period  
 "BW" = Bi-weekly pay period

**Pay Number**  
 The pay events are numbered based on the pay date within the calendar year. Each year has 12 monthly pay numbers. Bi-weekly pay events are every other week.

**BW 1:** Pay Date 1/6/2021  
**MN 1:** Pay Date 1/15/2021

**# of Work Days**  
 Total work days within a monthly pay period.

**Pay Year**  
 Calendar year in which employee is paid. The pay period can begin and end in the previous year.

**Begin and End Dates**  
 When pay periods start and finish

Pay Year	# of Work Days	Pay ID	Pay Number	Begin Date	End Date
2021		BW	1	12/13/2020	12/26/2020
2021	23	MN	1	12/16/2020	1/15/2021
2021		BW	2	12/27/2020	1/9/2021
2021		BW	3	1/10/2021	1/23/2021
2021	21	MN	2	1/16/2021	2/15/2021
2021		BW	4	1/24/2021	2/6/2021
2021		BW	5	2/7/2021	2/20/2021
2021	20	MN	3	2/16/2021	3/15/2021
2021		BW	6	2/21/2021	3/6/2021
2021		BW	7**	3/7/2021	3/20/2021
2021		BW	8	3/21/2021	4/3/2021
2021	23	MN	4	3/16/2021	4/15/2021
2021		BW	9	4/4/2021	4/17/2021
2021		BW	10	4/18/2021	5/1/2021
2021	21	MN	5	4/16/2021	5/15/2021

End Date	UIC	UIS	UUC	Job Change	Time Entry	PARIS	Pay	Monthly	Feeder File	Feeder File
Date	HRFE DUE	HRFE DUE IN HR	HRFE TRANS DUE	System Cut-off * at 5pm	Cutoff Noon Supervisor 6:00 PM	Current Adj Cutoff 10:00 AM	Date	AVSL	InBound Due	Load Date 8:59 PM
26/2020	12/11/2020	12/9/2020	12/18/2020	12/27/2020	12/27/2020	12/27/2020	1/6/2021		12/27/2020	12/28/2020
15/2021	12/14/2020	12/14/2020	12/21/2020	1/6/2021	1/6/2021	1/6/2021	1/15/2021			
9/2021	1/4/2021	12/22/2020	1/4/2021	1/20/2021	1/21/2021	1/21/2021	1/28/2021		1/10/2021	1/11/2021
23/2021	1/15/2021	1/6/2021	1/15/2021	1/24/2021	1/26/2021	1/27/2021	2/3/2021		1/24/2021	1/25/2021
15/2021	1/27/2021	1/14/2021	1/25/2021	2/7/2021	2/9/2021	2/9/2021	2/16/2021			
6/2021	1/29/2021	1/20/2021	1/29/2021	2/7/2021	2/9/2021	2/10/2021	2/17/2021		2/7/2021	2/8/2021
30/2021	2/12/2021	2/3/2021	2/12/2021	2/21/2021	2/23/2021	2/24/2021	3/3/2021		2/21/2021	2/22/2021
15/2021	2/22/2021	2/12/2021	2/23/2021	3/7/2021	3/9/2021	3/9/2021	3/16/2021			
6/2021	2/26/2021	2/17/2021	2/26/2021	3/7/2021	3/9/2021	3/10/2021	3/17/2021		3/7/2021	3/8/2021
30/2021	3/12/2021	3/3/2021	3/12/2021	3/21/2021	3/23/2021	3/24/2021	3/31/2021		3/21/2021	3/22/2021
3/2021	3/26/2021	3/17/2021	3/26/2021	4/4/2021	4/6/2021	4/7/2021	4/14/2021		4/4/2021	4/5/2021
15/2021	3/30/2021	3/15/2021	3/24/2021	4/7/2021	4/9/2021	4/9/2021	4/16/2021			
3/2021	4/9/2021	3/31/2021	4/9/2021	4/18/2021	4/20/2021	4/21/2021	4/28/2021		4/18/2021	4/19/2021
31/2021	4/23/2021	4/14/2021	4/23/2021	5/2/2021	5/4/2021	5/5/2021	5/12/2021		5/2/2021	5/3/2021
15/2021	4/27/2021	4/18/2021	4/28/2021	5/6/2021	5/8/2021	5/9/2021	5/16/2021			
29/2021	5/7/2021	4/28/2021	5/7/2021	5/18/2021	5/18/2021	5/19/2021	5/26/2021		5/16/2021	5/17/2021
15/2021	5/21/2021	5/12/2021	5/21/2021	5/30/2021	6/1/2021	6/1/2021	6/9/2021		5/30/2021	6/1/2021
15/2021	5/14/2021	5/14/2021	5/21/2021	6/7/2021	6/9/2021	6/9/2021	6/16/2021			
6/2021	6/4/2021	5/26/2021	6/4/2021	6/14/2021	6/15/2021	6/16/2021	6/23/2021		6/13/2021	6/14/2021
26/2021	6/18/2021	6/9/2021	6/27/2021	6/29/2021	6/29/2021	6/30/2021	7/7/2021		6/27/2021	6/28/2021
15/2021	6/15/2021	6/14/2021	6/23/2021	7/7/2021	7/9/2021	7/9/2021	7/16/2021			
30/2021	7/2/2021	6/23/2021	7/2/2021	7/13/2021	7/13/2021	7/14/2021	7/21/2021		7/11/2021	7/12/2021
6/2021	7/16/2021	7/7/2021	7/16/2021	7/25/2021	7/27/2021	7/28/2021	8/4/2021		7/25/2021	7/26/2021
15/2021	7/31/2021	7/15/2021	7/31/2021	8/9/2021	8/9/2021	8/9/2021	8/16/2021			
7/2021	7/30/2021	7/15/2021	7/30/2021	8/8/2021	8/10/2021	8/11/2021	8/18/2021		8/8/2021	8/9/2021
23/2021	8/13/2021	8/4/2021	8/13/2021	8/22/2021	8/24/2021	8/25/2021	9/1/2021		8/22/2021	8/23/2021
15/2021	8/1/2021	8/1/2021	8/8/2021	9/5/2021	9/7/2021	9/7/2021	9/14/2021			
6/2021	8/23/2021	8/14/2021	8/23/2021	9/5/2021	9/7/2021	9/7/2021	9/15/2021		9/5/2021	9/7/2021
9/2021	9/10/2021	9/1/2021	9/10/2021	9/21/2021	9/23/2021	9/23/2021	9/29/2021		9/21/2021	9/22/2021
9/2/2021	9/24/2021	9/15/2021	9/24/2021	10/3/2021	10/5/2021	10/5/2021	10/11/2021		10/3/2021	10/4/2021
15/2021	9/22/2021	9/15/2021	9/22/2021	10/4/2021	10/6/2021	10/6/2021	10/13/2021	Yes		
6/2021	10/6/2021	10/6/2021	10/13/2021	10/19/2021	10/19/2021	10/20/2021	10/27/2021		10/17/2021	10/18/2021
30/2021	10/22/2021	10/13/2021	10/22/2021	10/31/2021	11/2/2021	11/2/2021	11/9/2021		10/31/2021	11/1/2021
15/2021	10/29/2021	10/15/2021	10/29/2021	11/7/2021	11/9/2021	11/9/2021	11/16/2021	Yes		
13/2021	11/5/2021	10/27/2021	11/5/2021	11/14/2021	11/16/2021	11/17/2021	11/24/2021		11/14/2021	11/15/2021
27/2021	11/19/2021	11/10/2021	11/19/2021	11/30/2021	12/1/2021	12/1/2021	12/8/2021		11/28/2021	11/29/2021
15/2021	11/8/2021	11/1/2021	11/8/2021	11/26/2021	11/26/2021	11/26/2021	12/3/2021			
11/2021	12/3/2021	11/23/2021	12/3/2021	12/12/2021	12/14/2021	12/15/2021	12/22/2021		12/12/2021	12/13/2021

# PAY CHANGE DEADLINES Columns G-J

## HRFE Due Dates

These are the deadlines for each campus to submit Human Resources Front End (HRFE) transactions that affect an employee's pay, such as job changes.

## Job Change System Cutoff

If a HRFE transaction has been submitted to Central HR on or before its campus deadline, the updated employee records should be applied to Banner by 5 p.m. on this date. This is also the date and time that the payroll calculation begins.

UIC	UIS	UIUC	Job Change
HRFE DUE	HRFE DUE IN HR	HRFE TRANS DUE	System Cut-off * at 5pm
<b>12/11/2020</b>	<b>12/9/2020</b>	<b>12/18/2020</b>	<b>12/27/2020</b>
12/14/2020	12/16/2020	12/21/2020	1/6/2021
1/4/2021	12/22/2020	1/4/2021	1/10/2021
1/15/2021	1/6/2021	1/15/2021	1/24/2021
1/27/2021	1/14/2021	1/25/2021	2/7/2021
1/29/2021	1/20/2021	1/29/2021	2/7/2021
2/12/2021	2/3/2021	2/12/2021	2/21/2021
2/22/2021	2/12/2021	2/22/2021	3/7/2021
2/26/2021	2/17/2021	2/26/2021	3/7/2021
3/12/2021	3/3/2021	3/12/2021	3/21/2021
3/26/2021	3/17/2021	3/26/2021	4/4/2021
3/30/2021	3/15/2021	3/24/2021	4/7/2021
4/9/2021	3/31/2021	4/9/2021	4/18/2021
4/23/2021	4/14/2021	4/23/2021	5/2/2021
4/27/2021	4/15/2021	4/21/2021	5/5/2021

Job Change	Time Entry Cutoff Noon * at 5pm	PARIS Superuser \$30 PM	Pay Current Adj Cutoff 10:00 AM	Pay Date	Monthly AVSL	Feeder File InBound Due	Feeder File Lead Date 8:59 PM
12/27/2020	12/27/2020	12/27/2020	12/27/2020	1/6/2021		12/27/2020	12/28/2020
1/6/2021	1/6/2021	1/6/2021	1/6/2021	1/6/2021			
1/10/2021	1/10/2021	1/10/2021	1/10/2021	1/20/2021			1/21/2021
1/14/2021	1/14/2021	1/14/2021	1/14/2021	2/3/2021		1/24/2021	1/25/2021
1/15/2021	1/15/2021	1/15/2021	1/15/2021	2/3/2021		2/3/2021	2/3/2021
1/27/2021	1/27/2021	1/27/2021	1/27/2021	2/7/2021		2/7/2021	2/8/2021
1/29/2021	1/29/2021	1/29/2021	1/29/2021	2/7/2021		2/7/2021	2/8/2021
2/12/2021	2/12/2021	2/12/2021	2/12/2021	3/3/2021		3/3/2021	3/3/2021
2/22/2021	2/22/2021	2/22/2021	2/22/2021	3/7/2021		3/7/2021	3/8/2021
2/26/2021	2/26/2021	2/26/2021	2/26/2021	3/7/2021		3/7/2021	3/8/2021
3/12/2021	3/12/2021	3/12/2021	3/12/2021	3/21/2021		3/21/2021	3/22/2021
3/26/2021	3/26/2021	3/26/2021	3/26/2021	4/4/2021		4/4/2021	4/5/2021
3/30/2021	3/30/2021	3/30/2021	3/30/2021	4/7/2021		4/7/2021	4/8/2021
4/9/2021	4/9/2021	4/9/2021	4/9/2021	4/18/2021		4/18/2021	4/19/2021
4/23/2021	4/23/2021	4/23/2021	4/23/2021	5/2/2021		5/2/2021	5/3/2021
4/27/2021	4/27/2021	4/27/2021	4/27/2021	5/5/2021		5/5/2021	5/6/2021
5/6/2021	5/6/2021	5/6/2021	5/6/2021	5/18/2021		5/18/2021	5/19/2021
5/30/2021	5/30/2021	5/30/2021	5/30/2021	6/9/2021		6/9/2021	6/10/2021
6/7/2021	6/7/2021	6/7/2021	6/7/2021	6/16/2021		6/16/2021	6/17/2021
6/15/2021	6/15/2021	6/15/2021	6/15/2021	6/23/2021		6/23/2021	6/24/2021
6/22/2021	6/22/2021	6/22/2021	6/22/2021	7/7/2021		7/7/2021	7/8/2021
7/7/2021	7/7/2021	7/7/2021	7/7/2021	7/16/2021		7/16/2021	7/17/2021
7/13/2021	7/13/2021	7/13/2021	7/13/2021	7/21/2021		7/21/2021	7/22/2021
7/20/2021	7/20/2021	7/20/2021	7/20/2021	8/6/2021		8/6/2021	8/7/2021
8/3/2021	8/3/2021	8/3/2021	8/3/2021	8/18/2021		8/18/2021	8/19/2021
8/10/2021	8/10/2021	8/10/2021	8/10/2021	8/24/2021		8/24/2021	8/25/2021
8/17/2021	8/17/2021	8/17/2021	8/17/2021	9/1/2021		9/1/2021	9/2/2021
8/24/2021	8/24/2021	8/24/2021	8/24/2021	9/8/2021		9/8/2021	9/9/2021
9/7/2021	9/7/2021	9/7/2021	9/7/2021	9/15/2021		9/15/2021	9/16/2021
9/14/2021	9/14/2021	9/14/2021	9/14/2021	9/22/2021		9/22/2021	9/23/2021
9/21/2021	9/21/2021	9/21/2021	9/21/2021	9/29/2021		9/29/2021	9/30/2021
10/6/2021	10/6/2021	10/6/2021	10/6/2021	10/13/2021	Yes	10/13/2021	10/14/2021
10/13/2021	10/13/2021	10/13/2021	10/13/2021	10/20/2021		10/20/2021	10/21/2021
10/20/2021	10/20/2021	10/20/2021	10/20/2021	10/27/2021		10/27/2021	10/28/2021
10/27/2021	10/27/2021	10/27/2021	10/27/2021	11/3/2021	Yes	11/3/2021	11/4/2021
11/3/2021	11/3/2021	11/3/2021	11/3/2021	11/10/2021		11/10/2021	11/11/2021
11/10/2021	11/10/2021	11/10/2021	11/10/2021	11/17/2021		11/17/2021	11/18/2021
11/17/2021	11/17/2021	11/17/2021	11/17/2021	11/24/2021		11/24/2021	11/25/2021
11/24/2021	11/24/2021	11/24/2021	11/24/2021	12/1/2021		12/1/2021	12/2/2021
12/1/2021	12/1/2021	12/1/2021	12/1/2021	12/8/2021		12/8/2021	12/9/2021
12/8/2021	12/8/2021	12/8/2021	12/8/2021	12/15/2021		12/15/2021	12/16/2021
12/15/2021	12/15/2021	12/15/2021	12/15/2021	12/22/2021		12/22/2021	12/23/2021

\*\* Denotes no voluntary deductions taken  
 Purple bolded text denotes calls where dates have been modified

# TIME ENTRY Columns K-N

**Current (Pay) Adjustment Cutoff**  
Adjustments must be entered into PARIS by 10 a.m. on this date.

**Pay Date**  
When employees receive regularly scheduled pay.

**Time Entry Cutoff**  
Employee hours, benefits time, etc., for the pay period must be approved by the unit by noon on this date. Superusers have until 5 p.m.

Bolded or highlighted text denote calcs where dates have been modified due to altered holiday or weekend schedules.

**Monthly AVSL**  
Monthly paid employee leave balances from the University of Illinois System Academic Vacation & Sick Leave (AVSL) application and other unit tracking methods are updated in Banner and appear on monthly earnings statements.

Time Entry Cutoff Noon Superuser 5:00 PM	PARIS Current Adj Cutoff 10:00 AM	Pay Date	Monthly AVSL
<b>12/28/2020</b>	<b>12/29/2020</b>	<b>1/6/2021</b>	
1/8/2021	1/13/2021	1/15/2021	
1/12/2021	1/27/2021	2/3/2021	
1/26/2021	2/9/2021	2/16/2021	
2/9/2021	2/10/2021	2/17/2021	
2/23/2021	2/24/2021	3/3/2021	
3/9/2021	3/9/2021	3/16/2021	
3/9/2021	3/10/2021	3/17/2021	
3/23/2021	3/24/2021	3/31/2021	
4/6/2021	4/7/2021	4/14/2021	
4/20/2021	4/9/2021	4/16/2021	
4/20/2021	4/21/2021	4/28/2021	
5/4/2021	5/5/2021	5/12/2021	
5/7/2021	5/14/2021		

  

Monthly AVSL	Feeder File InBound Due	Feeder File Load Date
	12/27/2020	12/28/2020
	1/10/2021	1/11/2021
	1/24/2021	1/25/2021
	2/7/2021	2/8/2021
	2/21/2021	2/22/2021
	3/7/2021	3/8/2021
	3/21/2021	3/22/2021
	4/4/2021	4/5/2021
	4/18/2021	4/19/2021
	5/2/2021	5/3/2021
	5/16/2021	5/17/2021
	5/30/2021	6/1/2021
	6/13/2021	6/14/2021
	6/27/2021	6/28/2021
	7/11/2021	7/12/2021
	7/25/2021	7/26/2021
	8/8/2021	8/9/2021
	8/22/2021	8/23/2021
	9/5/2021	9/7/2021
	9/19/2021	9/20/2021
	10/3/2021	10/4/2021

\*\*Denotes no voluntary deductions taken  
Purple bolded text denote calcs where dates have been modified

# FEEDER FILE Columns O-P

## Feeder File Dates

Inbound and outbound file deadlines for units using third party time reporting systems.

**InBound Due:** AITS must make the Pay Calendar, Earn Code, and Time Reporting Files available for feeder systems.

**Load Date:** Feeder system Mass Time Entry Files must be made available to AITS for loading into Banner.

Feeder File	Feeder File
InBound Due	Load Date 8:59 PM
12/27/2020	12/28/2020
1/10/2021	1/11/2021
1/24/2021	1/25/2021
2/7/2021	2/8/2021
2/21/2021	2/22/2021
3/7/2021	3/8/2021
3/21/2021	3/22/2021
4/4/2021	4/5/2021
4/18/2021	4/19/2021
5/2/2021	5/3/2021
5/16/2021	5/17/2021
5/30/2021	6/1/2021

Year	# of Work Days	Pay ID	Pay Number	Begin Date	End Date	UIC	UIS	UIUC	Job Change	Time Entry Cutoff Noon	PARIS	Pay	Monthly	Feeder File
				HRFE DUE	HRFE DUE IN HR	HRFE DUE IN HR	HRFE TRANS DUE	System Cut-off * at 5pm		Superuser 5:00 PM	Current Adj Cutoff 10:00 AM	Date	AVSL	Inbound
2021	1	BW	1	12/13/2020	12/26/2020	12/11/2020	12/19/2020	12/17/2020						12/27/2020
2021	2	MN	1	12/14/2020	12/15/2020	12/14/2020	12/14/2020	12/14/2020						12/27/2020
2021	3	BW	2	12/27/2020	1/8/2021	1/4/2021	12/23/2020	1/4/2021						1/10/2021
2021	4	BW	3	1/10/2021	1/23/2021	1/15/2021	1/6/2021	1/15/2021						1/24/2021
2021	5	MN	2	1/16/2021	1/28/2021	1/27/2021	1/16/2021	1/25/2021						2/7/2021
2021	6	BW	4	1/20/2021	2/6/2021	1/29/2021	1/20/2021	1/29/2021						2/21/2021
2021	7	BW	5	2/7/2021	2/20/2021	2/12/2021	2/12/2021	2/12/2021						2/21/2021
2021	8	MN	3	2/16/2021	3/5/2021	2/22/2021	2/22/2021	2/22/2021						3/7/2021
2021	9	BW	6	3/21/2021	4/9/2021	3/26/2021	2/17/2021	2/16/2021						3/21/2021
2021	10	BW	7	4/4/2021	4/17/2021	4/6/2021	3/18/2021	4/9/2021						4/18/2021
2021	11	BW	8	4/13/2021	4/26/2021	4/13/2021	3/17/2021	3/16/2021						4/18/2021
2021	12	MN	4	4/19/2021	5/10/2021	4/25/2021	4/25/2021	4/25/2021						5/2/2021
2021	13	BW	9	5/3/2021	5/16/2021	5/7/2021	4/28/2021	5/16/2021						5/16/2021
2021	14	BW	10	5/10/2021	5/23/2021	5/21/2021	5/12/2021	5/21/2021						5/30/2021
2021	15	MN	5	5/17/2021	6/7/2021	5/24/2021	5/24/2021	5/24/2021						6/1/2021
2021	16	BW	11	5/24/2021	6/16/2021	6/4/2021	5/26/2021	6/4/2021						6/18/2021
2021	17	BW	12	5/30/2021	6/12/2021	6/4/2021	5/26/2021	6/4/2021						6/18/2021
2021	18	BW	13	6/6/2021	6/19/2021	6/9/2021	6/18/2021	6/27/2021						6/27/2021
2021	19	MN	6	6/13/2021	7/5/2021	6/18/2021	6/18/2021	6/27/2021						7/7/2021
2021	20	BW	14	6/20/2021	7/13/2021	7/11/2021	7/15/2021	7/15/2021						7/15/2021
2021	21	BW	15	6/27/2021	7/20/2021	7/12/2021	7/12/2021	7/12/2021						7/15/2021
2021	22	MN	7	7/4/2021	7/27/2021	7/16/2021	7/16/2021	7/25/2021						7/25/2021
2021	23	BW	16	7/11/2021	7/24/2021	7/17/2021	7/16/2021	7/25/2021						7/25/2021
2021	24	MN	8	7/18/2021	8/9/2021	7/21/2021	7/21/2021	8/5/2021						8/16/2021
2021	25	BW	17	7/25/2021	8/7/2021	7/30/2021	7/30/2021	8/8/2021						8/8/2021
2021	26	BW	18	8/1/2021	8/14/2021	8/11/2021	8/11/2021	8/22/2021						8/22/2021
2021	27	MN	9	8/8/2021	9/1/2021	8/13/2021	8/13/2021	9/5/2021						9/15/2021
2021	28	BW	19	8/15/2021	9/4/2021	8/27/2021	8/18/2021	9/5/2021						9/15/2021
2021	29	BW	20	8/22/2021	9/14/2021	9/10/2021	9/10/2021	9/21/2021						9/29/2021
2021	30	MN	10	8/29/2021	9/21/2021	9/14/2021	9/14/2021	10/3/2021						10/7/2021
2021	31	BW	21	9/5/2021	10/2/2021	9/24/2021	9/15/2021	10/3/2021						10/7/2021
2021	32	MN	11	9/12/2021	10/4/2021	9/24/2021	9/24/2021	10/13/2021						10/17/2021
2021	33	BW	22	9/19/2021	10/16/2021	10/8/2021	9/29/2021	10/9/2021						10/17/2021
2021	34	BW	23	10/6/2021	10/23/2021	10/13/2021	10/22/2021	10/31/2021						10/31/2021
2021	35	MN	12	10/13/2021	11/5/2021	10/29/2021	10/25/2021	11/7/2021						11/16/2021
2021	36	BW	24	10/20/2021	11/12/2021	11/5/2021	10/27/2021	11/14/2021						11/16/2021
2021	37	BW	25	11/14/2021	11/27/2021	11/19/2021	11/19/2021	11/28/2021						11/28/2021
2021	38	MN	13	11/21/2021	12/13/2021	11/21/2021	11/19/2021	12/6/2021						12/6/2021
2021	39	BW	26	11/28/2021	12/11/2021	12/3/2021	11/23/2021	12/3/2021						12/12/2021

\* Denotes no voluntary deductions taken  
Purple bolded text denote calcs where dates have been modified