

JANUARY 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28 Preliminary reports on the Web -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	29 -Final payroll reports on web -Payroll checks mailed from CO	30	31	New Year's Day ¹ Central Office Closed RF Payroll	2
3	4 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon) -6pm deadline for RF Biweekly LD	5 Off Week Runs Overnight	6 Off-Week checks mailed LD Process run	7	8 Preliminary payroll runs over the weekend	9
10	11 Preliminary reports on the Web	12 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	13 -Payroll checks mailed -Final payroll reports on web -6pm deadline for LD	14 -Payroll charges posted to grants	15 RF Payroll 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	16
17	ML King Day ¹⁸ Central Office Closed	19 Off Week Runs Overnight	20 Off-Week checks mailed LD Process run	21	22 RF & SUNY preliminary payroll run over the weekend	23
24	25 Preliminary reports on the Web	26 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	27 -Payroll checks mailed -Final payroll reports on web -6pm deadline for LD -SUNY Payroll Runs -SUNY LD Runs	28 -Payroll Charges posted to grants SUNY charges posted to grants overnight	29 RF Payroll	30
31	1	2	3	4	5	6

FEBRUARY 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	2 Off Week Runs Overnight	3 Off-Week checks mailed LD Process run	4	5 Preliminary payroll run over the weekend	6
7	8 Preliminary reports on the web	9 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	10 -Payroll checks mailed -Final payroll reports on web -6pm deadline for LD	11 Payroll charges posted to Grants	12 RF Payroll 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	13
14	15 President's Day Central Office Closed	16 Off Week Runs overnight	17 Off Week checks mailed LD Process Run	18	19 RF & SUNY preliminary payroll run over the weekend	20
21	22 Preliminary payroll reports on web	23 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	24 -Payroll checks mailed -Final payroll reports on web -6pm deadline for LD SUNY Payroll RUNS SUNY LD runs overnight	25 -Payroll Charges posted to grants -SUNY payroll charges posted to grants Overnight	26 RF Payroll	27
28	1	2	3	4	5	6

MARCH 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	1 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	2 Off Week Runs Overnight	3 Off-Week checks mailed LD Process run	4	5 Preliminary payroll run over the weekend	6
7	8 Preliminary reports on the Web	9 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	10 -Payroll checks mailed -Final payroll reports on web -6pm deadline for LD	11 Payroll charges posted to Grants	12 RF Payroll	13
14	15 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	16 Off Week Runs Overnight	17 Off-Week checks mailed LD Process run	18	19 RF & SUNY preliminary payroll run over the weekend	20
21	22 Preliminary reports on the Web	23 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	24 -Payroll checks mailed -Final payroll reports on web -6pm deadline for LD SUNY Payroll RUNS SUNY LD runs overnight	25 Payroll charges posted to Grants overnight SUNY charges posted to Grants overnight	26 RF Payroll	27
28	29 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	30 Off Week Runs Overnight	31 Off-Week checks mailed	1	2	3

APRIL 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	Good Friday 2	3
				LD Process run	Preliminary payroll run over the weekend	
4	5	6	7	8	9	10
Easter Sunday	Preliminary reports on the Web	-6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	-Payroll checks mailed -Final payroll reports on web -6pm deadline for LD	-Payroll charges posted to grants	RF Payroll	
11	12	13	14	15	16	17
	12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	Off Week Runs Overnight	Off-Week checks mailed LD Process run		RF & SUNY preliminary payroll run over the weekend	
18	19	20	21	22	23	24
	Preliminary reports on the Web	-6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	-Payroll checks mailed -Final payroll reports on web -6pm deadline for LD SUNY Payroll RUNS SUNY LD runs overnight	Payroll charges posted to Grants SUNY charges posted to Grants overnight	RF Payroll	
25	26	27	28	29	30	1
	12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	Off Week Runs Overnight	Off-Week checks mailed LD Process run		Preliminary payroll run over the weekend	

MAY 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
2	3 Preliminary reports on the web	4 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	5 -Payroll checks mailed -Final payroll reports on web -6pm deadline for LD	6 -Payroll charges posted to grants	7 RF Payroll	8
9 <i>Mother's Day</i>	10 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	11 Off Week Runs Overnight	12 Off-Week checks mailed LD Process run	13	14 RF & SUNY preliminary payroll run over the weekend	15
16	17 Preliminary reports on the web	18 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	19 -Payroll checks mailed -Final payroll reports on web -6pm deadline for LD SUNY Payroll RUNS SUNY LD runs overnight	20 Payroll charges posted to Grants SUNY payroll charges posted to grants	21 RF Payroll	22
23	24 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	25 Off Week Runs Overnight	26 Off-Week checks shipped LD Process run	27	28 Preliminary payroll run over the weekend	29
30	31 Memorial Day Central Office Closed Preliminary reports on the web	1	2	3	4	5

JUNE 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	2 -Payroll checks mailed -Final payroll reports on web -6pm deadline for LD	3 -Payroll charges posted to grants	4 RF Payroll	5
6	7 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	8 Off Week Runs Overnight	9 Off-Week checks mailed LD Process run	10	11 RF & SUNY preliminary payroll run over the weekend	12
13	14 Preliminary reports on the Web	15 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	16 -Payroll checks mailed -Final payroll reports on web -6pm deadline for LD SUNY Payroll RUNS SUNY LD runs overnight	17 Payroll charges posted to Grants SUNY payroll charges posted to grants overnight	18 RF Payroll	19
20 Father's Day	21 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	22 Off Week Runs Overnight	23 Off-Week checks mailed LD Process run	24	25 Preliminary payroll run over the weekend	26
27	28 Preliminary reports on the Web	29 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	30 -Payroll checks mailed -Final payroll reports on web	1	2	3

JULY 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1 -6pm deadline for LD	2 RF Payroll 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon) Payroll charges posted to Grants	3
4 Independence Day	5 Central Office Closed	6 Off Week Runs Overnight	7 Off-Week checks mailed LD Process run	8	9 Preliminary payroll runs over the weekend	10
11	12 Preliminary reports on the Web	13 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	14 -Payroll checks mailed -Final payroll reports on web -6pm deadline for LD	15 Payroll charges posted to Grants	16 RF Payroll	17
18	19 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	20 Off Week Runs Overnight	21 Off-Week checks mailed LD Process run	22	23 RF & SUNY preliminary payroll run over the weekend	24
25	26 Preliminary reports on the web	27 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	28 -Payroll checks mailed -Final payroll reports on web -6pm deadline for LD SUNY Payroll RUNS SUNY LD runs overnight	29 -Payroll charges posted to grants SUNY payroll charges posted to grants overnight	30 RF Payroll	31

AUGUST 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	3 Off Week Runs Overnight	4 Off-Week checks mailed LD Process run	5	6 Preliminary payroll run over the weekend	7
8	9 Preliminary reports on the web	10 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	11 -Payroll checks mailed -Final payroll reports on web -6pm deadline for LD	12 -Payroll charges posted to grants	13 RF Payroll	14
15	16 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	17 Off Week Runs Overnight	18 Off-Week checks mailed LD Process run	19	20 RF & SUNY preliminary payroll run over the weekend	21
22	23 Preliminary reports on the web	24 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	25 -Payroll checks mailed -Final payroll reports on web -6pm deadline for LD SUNY Payroll RUNS SUNY LD runs overnight	26 -Payroll charges posted to grants SUNY charges posted to grants overnight	27 RF Payroll	28
29	30 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	31 Off Week Runs Overnight	1	2	3	4

SEPTEMBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 Off-Week checks mailed LD Process run	2	3 Preliminary payroll run overnight	4
5	Labor Day 6 Preliminary reports on the Web Central Office Closed	7 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	8 -Payroll checks mailed -Final payroll reports on web -6pm deadline for LD	9 -Payroll charges posted to grants	10 RF Payroll	11
12	13 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	14 Off Week Runs Overnight	15 Off-Week checks mailed LD Process run	16	17 RF & SUNY preliminary payroll run over the weekend	18
19	20 Preliminary reports on the Web	21 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	22 -Payroll checks mailed -Final payroll reports on web -6pm deadline for LD SUNY Payroll RUNS SUNY LD runs overnight	23 Payroll charges posted to Grants SUNY charges posted to Grants overnight	24 RF Payroll	25
26	27 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	28 Off Week Runs Overnight	29 Off-Week checks mailed	30	1	2

OCTOBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1 Preliminary payroll run over the weekend LD Process run for off week payroll	2
3	4 Preliminary reports on the Web	5 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	6 -Payroll checks mailed -Final payroll reports on web -6pm deadline for LD	7 -Payroll charges posted to grants	8 RF Payroll 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	9
10	Columbus Day 11 Central Office Closed	12 Off Week Runs Overnight	13 Off-Week checks mailed LD Process run	14	15 RF & SUNY preliminary payroll run over the weekend	16
17	18 Preliminary reports on the Web	19 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	20 -Payroll checks mailed -Final payroll reports on web -6pm deadline for LD SUNY Payroll RUNS SUNY LD runs overnight	21 Payroll charges posted to Grants SUNY charges posted to grants	22 RF Payroll	23
24	25 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	26 Off Week Runs Overnight	27 Off-Week checks mailed LD Process run	28	29 Preliminary payroll run over the weekend	30
31 Halloween	1	2	3	4	5	6

NOVEMBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 Preliminary reports on the Web	2 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	3 -Payroll checks mailed -Final payroll reports on web -6pm deadline for LD	4 -Payroll charges posted to grants	5 RF Payroll	6
7	8 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	9 Off Week Runs Overnight	10 Off-Week checks mailed LD Process run	Veterans Day 11 Central Office Closed	12 RF & SUNY preliminary payroll run over the weekend	13
14	15 -Prelim payroll reports on web	16 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	17 -Payroll checks mailed -Final payroll reports on web -6pm deadline for LD SUNY Payroll runs SUNY LD runs overnight	18 -Payroll charges posted to grants SUNY charges posted to Grants	19 RF Payroll 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	20
21	22 Off Week Runs Overnight	23 Off-Week checks shipped	24 LD Process run	25 Thanksgiving Day Central Office Closed	26 Preliminary payroll run over the weekend	27
28	29 Preliminary reports on the Web	30 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	1	2	3	4

DECEMBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1 -Payroll checks mailed -Final payroll reports on web -6pm deadline for LD	2 -Payroll charges posted to grants	3 RF Payroll	4
5	6 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	7 Off Week Runs Overnight	8 Off-Week checks mailed LD Process run	9	10 RF & SUNY preliminary payroll run over the weekend	11
12	13 Preliminary reports on the web	14 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	15 -Payroll checks mailed -Final payroll reports on web -6pm deadline for LD	16 Payroll charges posted to Grants SUNY charges posted to grants overnight	17 RF Payroll	18
19	20 12:00pm deadline for Quick Pay Run (Oracle Accrual Process run at noon)	21 Off Week Runs Overnight	22	23 Preliminary payroll run overnight	24 Preliminary reports on the web	25 Christmas
26	27	28 -6pm deadline for all payroll input -Payroll runs overnight (Oracle Process Run Overnight)	29 -Payroll checks mailed -Final payroll reports on web -6pm deadline for LD SUNY Payroll RUNS SUNY LD runs overnight	30 Payroll charges posted to grants	31 RF Payroll	1