

**KEENE STATE COLLEGE
B1 PAY CYCLE
2021 (JANUARY - DECEMBER)**

We encourage you to submit your hours for review and approval by 9:00 am on Time Approval Monday. The official deadline for submission is 2:30 pm on Time Approval Monday

Early Time Submission Deadline Days are denoted with an * and are in bold

| Pay I.D. & Number | WEEK 1 | | WEEK 2 | | Holidays during Paycycle | Web Time Entry | | | | | Check Date |
|----------------------|------------|-----------|-----------|-----------|--|----------------|-------------------------------|--------|---------------------------------|-----------|---------------|
| | Beginning | Ending | Beginning | Ending | | Day of Week | Employee Approval Deadline | | Supervisor Approval Deadline | | |
| B1-01 | 12/26/2020 | 1/1/2021 | 1/2/2021 | 1/8/2021 | Campus Holidays: 12/28/20, 01/01/21 | Monday | 1/11/2021 | 9 a.m. | 1/11/2021 | 3:00 PM | 1/15/2021 |
| B1-02 | 1/9/2021 | 1/15/2021 | 1/16/2021 | 1/22/2021 | Martin Luther King Day 1/18/21 | Monday | 1/25/2021 | 9 a.m. | 1/25/2021 | 3:00 PM | 1/29/2021 |
| B1-03 | 1/23/2021 | 1/29/2021 | 1/30/2021 | 2/5/2021 | | Monday | 2/8/2021 | 9 a.m. | 2/8/2021 | 3:00 PM | 2/12/2021 |
| B1-04 | 2/6/2021 | 2/12/2021 | 2/13/2021 | 2/19/2021 | | Monday | 2/22/2021 | 9 a.m. | 2/22/2021 | 3:00 p.m. | 2/26/2021 |
| B1-05 | 2/20/2021 | 2/26/2021 | 2/27/2021 | 3/5/2021 | | Monday | 3/8/2021 | 9 a.m. | 3/8/2021 | 3:00 p.m. | 3/12/2021 |
| B1-06 | 3/6/2021 | 3/12/2021 | 3/13/2021 | 3/19/2021 | | Monday | 3/22/2021 | 9 a.m. | 3/22/2021 | 3:00 p.m. | 3/26/2021 |
| B1-07 | 3/20/2021 | 3/26/2021 | 3/27/2021 | 4/2/2021 | | Monday | 4/5/2021 | 9 a.m. | 4/5/2021 | 3:00 p.m. | 4/9/2021 |
| B1-08 | 4/3/2021 | 4/9/2021 | 4/10/2021 | 4/16/2021 | | Monday | 4/19/2021 | 9 a.m. | 4/19/2021 | 3:00 p.m. | 4/23/2021 |
| B1-09 | 4/17/2021 | 4/23/2021 | 4/24/2021 | 4/30/2021 | | Monday | 5/3/2021 | 9 a.m. | 5/3/2021 | 3:00 p.m. | 5/7/2021 |
| B1-10 | 5/1/2021 | 5/7/2021 | 5/8/2021 | 5/14/2021 | | Monday | 5/17/2021 | 9 a.m. | 5/17/2021 | 3:00 p.m. | 5/21/2021 |
| B1-11 | 5/15/2021 | 5/21/2021 | 5/22/2021 | 5/28/2021 | | * Friday | 5/28/2021 | 9 a.m. | 5/28/2021 | 3:00 p.m. | 6/4/2021 |
| B1-12 | 5/29/2021 | 6/4/2021 | 6/5/2021 | 6/11/2021 | Memorial Day 5/31/21 | Monday | 6/14/2021 | 9 a.m. | 6/14/2021 | 3:00 p.m. | 6/18/2021 |
| B1-13 | 6/12/2021 | 6/18/2021 | 6/19/2021 | 6/25/2021 | Juneteenth 6/18/21 | Monday | 6/28/2021 | 9 a.m. | 6/28/2021 | 3:00 p.m. | 7/2/2021 |

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| | Beginning | Ending | Beginning | Ending | | Day of Week | Employee Approval Deadline | Supervisor Approval Deadline | |
| B1-14 | 6/26/2021 | 7/2/2021 | 7/3/2021 | 7/9/2021 | Independence Day Observed 7/5/21 | Monday | 7/12/2021 9 a.m. | 7/12/2021 3:00 p.m. | 7/16/2021 |
| B1-15 | 7/10/2021 | 7/16/2021 | 7/17/2021 | 7/23/2021 | | Monday | 7/26/2021 9 a.m. | 7/26/2021 3:00 p.m. | 7/30/2021 |
| B1-16 | 7/24/2021 | 7/30/2021 | 7/31/2021 | 8/6/2021 | | Monday | 8/9/2021 9 a.m. | 8/9/2021 3:00 p.m. | 8/13/2021 |
| B1-17 | 8/7/2021 | 8/13/2021 | 8/14/2021 | 8/20/2021 | | Monday | 8/23/2021 9 a.m. | 8/23/2021 3:00 p.m. | 8/27/2021 |
| B1-18 | 8/21/2021 | 8/27/2021 | 8/28/2021 | 9/3/2021 | | * Friday | 9/3/2021 9 a.m. | 9/3/2021 3:00 p.m. | 9/10/2021 |
| B1-19 | 9/4/2021 | 9/10/2021 | 9/11/2021 | 9/17/2021 | Labor Day 9/6/21 | Monday | 9/20/2021 9 a.m. | 9/20/2021 3:00 p.m. | 9/24/2021 |
| B1-20 | 9/18/2021 | 9/24/2021 | 9/25/2021 | 10/1/2021 | | Monday | 10/4/2021 9 a.m. | 10/4/2021 3:00 p.m. | 10/8/2021 |
| B1-21 | 10/2/2021 | 10/8/2021 | 10/9/2021 | 10/15/2021 | | Monday | 10/18/2021 9 a.m. | 10/18/2021 3:00 p.m. | 10/22/2021 |
| B1-22 | 10/16/2021 | 10/22/2021 | 10/23/2021 | 10/29/2021 | | Monday | 11/1/2021 9 a.m. | 11/1/2021 3:00 p.m. | 11/5/2021 |
| B1-23 | 10/30/2021 | 11/5/2021 | 11/6/2021 | 11/12/2021 | Veterans Day (observed) 11/11/21 | Monday | 11/15/2021 9 a.m. | 11/15/2021 3:00 p.m. | 11/19/2021 |
| B1-24 | 11/13/2021 | 11/19/2021 | 11/20/2021 | 11/26/2021 | | Monday | 11/29/2021 9 a.m. | 11/29/2021 3:00 p.m. | 12/3/2021 |
| B1-25 | 11/27/2021 | 12/3/2021 | 12/4/2021 | 12/10/2021 | Thanksgiving 11/25 and 11/26 | Monday | 12/13/2021 9 a.m. | 12/13/2021 3:00 p.m. | 12/17/2021 |
| B1-26 | 12/11/2021 | 12/17/2021 | 12/18/2021 | 12/24/2021 | Christmas Day Holiday (Observed) | Monday | 12/27/2021 9 a.m. | 12/27/2021 3:00 p.m. | 12/31/2021 |