

## 2021 Pay Date and Run Date Schedule

The diocese contracts with an outside payroll processor requiring that payroll be processed 4 business days before the pay date of the payroll, we refer to this as the "Run Date". The "Run Date" is the date that payroll information is input here at the Diocesan administrative offices and transmitted to our payroll service for processing. By allowing 4 days processing time, this ensures that all direct deposit information is transmitted to each employee account for timely credit on the scheduled pay date. The "Run Dates" are influenced by weekends and holidays.

**We require that all payroll changes such as new hires, terminations and time sheets for hourly employees be received no later than 4 business days before the pay date which is referred to as the "Run Date" on the schedule that follows. Any payroll changes received after that date will not be processed until the next payroll period.**

The 2021 Pay Date and Run Date schedule is as follows:

