

DIOCESE OF SACRAMENTO
Payroll Processing Schedule - 2021

Paydata should be **transmitted to ADP by NOON** on the In Date indicated below

WK#	PERIOD END	IN DATE (Transmittal Date)	OUT DATE (Delivery Date)	PAY DATE
1st Quarter				
1	12/31/2020	01/04/2021	01/05/2021	01/07/2021
3	01/15/2021	01/19/2021	01/20/2021	01/22/2021
5	01/31/2021	02/02/2021	02/03/2021	02/05/2021
7	02/15/2021	02/17/2021	02/18/2021	02/22/2021
9	02/28/2021	03/02/2021	03/03/2021	03/05/2021
11	03/15/2021	03/17/2021	03/18/2021	03/22/2021
2nd Quarter				
13	03/31/2021	* 04/01/2021	04/05/2021	04/07/2021
16	04/15/2021	04/19/2021	04/20/2021	04/22/2021
18	04/30/2021	05/04/2021	05/05/2021	05/07/2021
20	05/15/2021	05/18/2021	05/19/2021	05/21/2021
22	05/31/2021	06/02/2021	06/03/2021	06/07/2021
24	06/15/2021	06/17/2021	06/18/2021	06/22/2021
3rd Quarter				
26	06/30/2021	07/01/2021	07/02/2021	07/07/2021
29	07/15/2021	07/19/2021	07/20/2021	07/22/2021
31	07/31/2021	08/03/2021	08/04/2021	08/06/2021
33	08/15/2021	08/17/2021	08/18/2021	08/20/2021
35	08/31/2021	09/01/2021	09/02/2021	09/07/2021
38	09/15/2021	09/17/2021	09/20/2021	09/22/2021
4th Quarter				
40	09/30/2021	10/04/2021	10/05/2021	10/07/2021
42	10/15/2021	10/19/2021	10/20/2021	10/22/2021
44	10/31/2021	11/02/2021	11/03/2021	11/05/2021
46	11/15/2021	11/17/2021	11/18/2021	11/22/2021
48	11/30/2021	12/02/2021	12/03/2021	12/07/2021
51	12/15/2021	12/17/2021	12/20/2021	12/22/2021
1	12/31/2021	01/04/2022	01/05/2022	01/07/2022

* For Input Date 4/1/2021, please submit the Delivery Delay/Holiday Hold Form to ADP a week prior to processing that payroll. The Office Closing Date in the form means that no one will be in the office that day, 4/2, to receive the package. Note that even if the above schedule shows 4/5, if the input date is 4/1, package will be automatically delivered the following day unless put on hold.