



# United States Department of the Interior

INTERIOR BUSINESS CENTER

Denver, CO 80235

D-2600

October 29, 2020

## Memorandum

To: Federal Personnel and Payroll System User Group Members

From: Christine Zertuche-Rocha, Chief //signed//  
Payroll Operations Division

Subject: 2021 Holiday Schedule for Time and Attendance Reporting

Please distribute this information to all Human Resource Offices, Payroll Coordinators, Liaisons, and other appropriate individuals in your organization. Based on the 2021 Federal Holiday Schedule, early submission of Time and Attendance Reports for all clients is required one business day earlier than the usual time frame. Please take special note of this schedule for the following pay periods (PPs) and mark your calendars accordingly:

<u>PP</u>	<u>PP End Date</u>
2101	January 2, 2021
2102	January 16, 2021
2104	February 13, 2021
2114	July 3, 2021
2121	October 9, 2021
2123	November 6, 2021 (early calculate for All pay groups)
2124	November 20, 2021 (early calculate for All pay groups)
2126	December 18, 2021 (early calculate for All pay groups)

As a reminder, the 2021 **earnings year** has 26 PPs from December 20, 2020, through December 18, 2021, and the **leave year** has 26 PPs from January 3, 2021, through January 1, 2022. We have attached the 2021 Payroll Schedule calendar below. You may also click [here](#) to print and save the calendar through the IBC website. To order copies of the 19" X 24" calendar, fax an appropriate requisition form, or memorandum, listing the number of Payroll Schedules needed and the address to which they should be sent. Please fax your order to (303) 969-7174. You may also mail requests to:

Department of the Interior  
Interior Business Center, D-2951  
7201 W. Mansfield Avenue  
Denver, CO 80235

If you have any questions, please call the IBC Customer Support Center at (888) 367-1622.

Attachment

# 2021 PAYROLL SCHEDULE

## JANUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						(2)

## APRIL

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						(5)

## JULY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						(8)

## OCTOBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						(11)

## FEBRUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
						(3)

## MAY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
						(6)

## AUGUST

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						(9)

## NOVEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						(12)

## MARCH

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						(4)

## JUNE

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						(7)

## SEPTEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						(10)

## DECEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						(1)

BOLD underline indicates END of Pay Period

Monthly Pay Period   

Federal Holiday	T&A Collections	Biweekly	Monthly CALC

Payroll	Personnel
Monthly	Monthly
Quarterly	Quarterly

Saturdays	Release
No COB	