

Old Dominion University

Web Time Entry Submission Deadlines - CY 2021

Hourly and Student Hourly Employees

| Pay ID | PR # | Description        | Pay Periods   | WTE Employee Deadline to submit to Approver 11:59 p.m. | WTE Approver Deadline to submit to Payroll 10 p.m. | Pay Date | Notes |
|--------|------|--------------------|---------------|--|--|----------|-------|
| PT     | 111  | Hourly - Part Time | 12/16 - 12/31 | 01/04/21   | 01/05/21   | 01/15/21 |       |
| PT     | 112  | Hourly - Part Time | 01/01 -01/15  | 01/15/21   | 01/19/21   | 02/01/21 |       |
| PT     | 121  | Hourly - Part Time | 01/16 -01/31  | 01/31/21   | 02/01/21   | 02/16/21 |       |
| PT     | 122  | Hourly - Part Time | 02/01 -02/15  | 02/15/21   | 02/16/21   | 03/01/21 |       |
| PT     | 131  | Hourly - Part Time | 02/16 -02/28  | 02/28/21   | 03/01/21   | 03/16/21 |       |
| PT     | 132  | Hourly - Part Time | 03/01 -03/15  | 03/15/21   | 03/16/21   | 03/31/21 |       |
| PT     | 211  | Hourly - Part Time | 03/16 -03/31  | 03/31/21   | 04/01/21   | 04/16/21 |       |
| PT     | 212  | Hourly - Part Time | 04/01 -04/15  | 04/15/21   | 04/16/21   | 04/30/21 |       |
| PT     | 221  | Hourly - Part Time | 04/16 -04/30  | 04/30/21   | 05/03/21   | 05/14/21 |       |
| PT     | 222  | Hourly - Part Time | 05/01 -05/15  | 05/15/21   | 05/17/21   | 06/01/21 |       |
| PT     | 231  | Hourly - Part Time | 05/16 -05/31  | 05/31/21   | 06/01/21   | 06/16/21 |       |
| PT     | 232  | Hourly - Part Time | 06/01 -06/15  | 06/15/21   | 06/16/21   | 07/01/21 |       |
| PT     | 311  | Hourly - Part Time | 06/16 -06/30  | 07/02/21   | 07/06/21   | 07/16/21 |       |
| PT     | 312  | Hourly - Part Time | 07/01 -07/15  | 07/15/21   | 07/16/21   | 07/30/21 |       |
| PT     | 321  | Hourly - Part Time | 07/16 -07/31  | 07/31/21   | 08/02/21   | 08/16/21 |       |
| PT     | 322  | Hourly - Part Time | 08/01 -08/15  | 08/15/21   | 08/16/21   | 09/01/21 |       |
| PT     | 331  | Hourly - Part Time | 08/16 -08/31  | 08/31/21   | 09/01/21   | 09/16/21 |       |
| PT     | 332  | Hourly - Part Time | 09/01 -09/15  | 09/15/21   | 09/16/21   | 09/30/21 |       |
| PT     | 411  | Hourly - Part Time | 09/16 -09/30  | 09/30/21   | 10/01/21   | 10/15/21 |       |
| PT     | 412  | Hourly - Part Time | 10/01 -10/15  | 10/15/21   | 10/18/21   | 11/01/21 |       |
| PT     | 421  | Hourly - Part Time | 10/16 -10/31  | 10/31/21   | 11/01/21   | 11/16/21 |       |
| PT     | 422  | Hourly - Part Time | 11/01 -11/15  | 11/15/21   | 11/16/21   | 12/01/21 |       |
| PT     | 431  | Hourly - Part Time | 11/16 -11/30  | 11/30/21   | 12/01/21   | 12/16/21 |       |
| PT     | 432  | Hourly - Part Time | 12/01 -12/15  | 12/15/21   | 12/16/21   | 12/31/21 |       |