E-Mail ALSPO B/20

Subj: PAYROLL PROCESSING SCHEDULE FOR CALENDAR YEAR 2021

Ref: (a) E-Mail ALSPO D/18; Elimination of Payroll Processing Schedule Blackout Dates
(b) E-Mail ALSPO C/19; Payroll Processing Schedule for Calendar Year 2020

Introduction   This E-Mail ALSPO message transmits the schedule for payroll transaction processing for calendar year (CY) 2021.

Terminology   The following terms are used on the processing schedule:

Term	Definition
Pay Period	Each month is divided into two pay periods. The first period, called "mid-month" covers the 1st through 15th day of the month. The second period, called "end-month," covers the 16th through the last day of the month. In Direct Access, each pay period has a corresponding "Payroll Calendar."
Period Begin Date	The begin date for the pay period.
Period End Date	The end date for the pay period.
Payment Date	The official military payday. This is the "*settlement date*" for the Automated Clearing House (ACH), an electronic funds-transfer system run by the National Automated Clearing House Association (NACHA). This payment system deals with payroll, direct deposit, tax refunds, consumer bills, tax payments and many more payment services. The official military paydays are the 1st (end-month) and the 15th (mid-month) of each month, or the business day preceding the 1st or the 15th if either should fall on a federal holiday, Saturday or Sunday. Some financial institutions make funds available prior to the official military payday. However, payments are not to be reported as non-received until the official military payday. Members should not set up automated payments or assume funds will be available prior to published paydays.

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Terminology (continued)

Term	Definition
SPO Data/Entry Approval Cutoff	Last day for SPO Payment Approving Officials (PAOs) to approve transactions for the next payday. Cutoff time is 2000 hours. (Central time). **No data entry/approvals are permitted from this date/time until the day after the Payroll Finalization Date.**

Term	Definition
Payroll Finalization Processing Date	Date PPC (MAS) completes processing for the pay period, readies files for transmission to Treasury and, if an end-month pay period, transmission to the Coast Guard General Ledger. Following completion of these processes, PPC (MAS) opens the payroll calendar for the next pay period and SPOs will resume data entry and approvals. **No data entry/approvals are permitted from 2000 hours (Central time) on the SPO Data Approval Cutoff Date until the day after the Payroll Finalization Date.**
Payroll Sent to Treasury	The *estimated* date PPC will transfer files to Treasury for processing. In accordance with NACHA Operating Rules, payments must be made available for withdrawal no later than the opening of business on the settlement date (provided the entries are made available to the Receiving Depository Financial Institution (RDFI) by its ACH operator no later than 5:00 p.m. on the business day prior to the settlement date). Some RDFIs make deposits available upon receipt from Treasury while others hold the funds until the settlement date.

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Processing schedule   Enclosure (1) provides the CY 2021 Payroll Processing Schedule.

Directives affected   Reference (b) is cancelled effective 1/1/2021.

Questions   Direct questions regarding the content of this E-Mail ALSPO message to PPC Customer Care at:

☎   (866) 772-8724 / (785) 339-2200
✆   https://cg.portal.uscg.mil/units/ppc/SitePages/Contact Us.aspx
       (Online Trouble Ticket/Inquiry Form)
✉   PPC-DG-CustomerCare@uscg.mil (E-Mail)

Released by   Internet release authorized.

D. L. SMITH /s/
Captain, U. S. Coast Guard
Commanding Officer, PPC

Encl: (1) 2021 Payroll Processing Schedule

2021 Dates Mid-Month & End Month Pay Calendars will be finalized on:

Pay Calendars	Period Begin Date	Period End Date	Payment Date	SPO Data Entry Cut Off (2000 Hours Central Time)	Finalized Date	Payroll Sent to Treasury (estimate)	USCG General Ledger Cutoff Date
Mid-Month C121010	1/01/2021	1/15/2021	1/15/2021	1/10/2021	1/11/2021	1/13/2021	
End-Month C121011	1/16/2021	1/31/2021	2/01/2021	1/20/2021	1/21/2021	1/27/2021	1/27/2021
Mid-Month C121020	2/01/2021	2/15/2021	2/12/2021	2/08/2021	2/09/2021	2/10/2021	
End-Month C121021	2/16/2021	2/28/2021	3/01/2021	2/18/2021	2/19/2021	2/24/2021	2/24/2021
Mid-Month C121030	3/01/2021	3/15/2021	3/15/2021	3/09/2021	3/10/2021	3/11/2021	
End-Month C121031	3/16/2021	3/31/2021	4/01/2021	3/21/2021	3/22/2021	3/29/2021	3/26/2021
Mid-Month C121040	4/01/2021	4/15/2021	4/15/2021	4/11/2021	4/12/2021	4/13/2021	
End-Month C121041	4/16/2021	4/30/2021	4/30/2021	4/21/2021	4/22/2021	4/28/2021	4/28/2021
Mid-Month C121050	5/01/2021	5/15/2021	5/14/2021	5/10/2021	5/11/2021	5/12/2021	
End-Month C121051	5/16/2021	5/31/2021	6/01/2021	5/20/2021	5/21/2021	5/28/2021	5/27/2021
Mid-Month C121060	6/01/2021	6/15/2021	6/15/2021	6/09/2021	6/10/2021	6/11/2021	
End-Month C121061	6/16/2021	6/30/2021	7/01/2021	6/20/2021	6/21/2021	6/28/2021	6/25/2021
Mid-Month C121070	7/01/2021	7/15/2021	7/15/2021	7/11/2021	7/12/2021	7/13/2021	
End-Month C121071	7/16/2021	7/31/2021	7/30/2021	7/21/2021	7/22/2021	7/28/2021	7/28/2021
Mid-Month C121080	8/01/2021	8/15/2021	8/13/2021	8/09/2021	8/10/2021	8/11/2021	
End-Month C121081	8/16/2021	8/31/2021	9/01/2021	8/22/2021	8/23/2021	8/30/2021	8/27/2021
Mid-Month C121090	9/01/2021	9/15/2021	9/15/2021	9/09/2021	9/10/2021	9/13/2021	
End-Month C121091	9/16/2021	9/30/2021	10/01/2021	9/20/2021	9/21/2021	9/29/2021	9/27/2021
Mid-Month C121100	10/01/2021	10/15/2021	10/15/2021	10/11/2021	10/12/2021	10/13/2021	
End-Month C121101	10/16/2021	10/31/2021	11/01/2021	10/21/2021	10/22/2021	10/28/2021	10/28/2021
Mid-Month C121110	11/01/2021	11/15/2021	11/15/2021	11/08/2021	11/09/2021	11/10/2021	
End-Month C121111	11/16/2021	11/30/2021	12/01/2021	11/18/2021	11/19/2021	11/29/2021	11/27/2021
Mid-Month C121120	12/01/2021	12/15/2021	12/15/2021	12/09/2021	12/10/2021	12/13/2021	
End-Month C121121	12/16/2021	12/31/2021	12/30/2021	12/19/2021	12/20/2021	12/29/2021	12/28/2021

Notes:

1. **No data entry/approvals are permitted from 2000 hours (Central time) on the SPO Data Entry/Approval Cutoff date until the day after the Payroll Finalization Date.**