

## PAYROLL CUT-OFF DATES 2020-2021

| PAY DATE | * REPORTING PERIOD | Timesheets due to Operations | WEEKS |
|----------|--------------------|------------------------------|-------|
|----------|--------------------|------------------------------|-------|

(Sunday - Saturday)

**\*\*\*Timecards are due to your Admin every Friday until further notice\*\*\***

|                |                     |                 |   |
|----------------|---------------------|-----------------|---|
| Aug. 31, 2020  | Aug. 2 to Aug. 22   | August 24, 2020 | 3 |
| Sept. 15, 2020 | Aug. 23 to Sept. 5  | Sept. 7, 2020   | 2 |
| Sept. 30, 2020 | Sept. 6 to Sept. 19 | Sept. 21, 2020  | 2 |
| Oct. 15, 2020  | Sept. 20 to Oct. 3  | Oct. 5, 2020    | 2 |
| Oct. 30, 2020  | Oct. 4 to Oct. 17   | Oct. 19, 2020   | 2 |
| Nov. 13, 2020  | Oct. 18 to Oct. 31  | Nov. 2, 2020    | 2 |
| Nov. 27, 2020  | Nov. 1 to Nov. 14   | Nov. 16, 2020   | 2 |
| Dec. 15, 2020  | Nov. 15 to Nov. 28  | Nov. 30, 2020   | 2 |
| Dec. 31, 2020  | Nov. 29 to Dec. 12  | Dec. 14, 2020   | 2 |

|                |                     |                 |   |
|----------------|---------------------|-----------------|---|
| Jan. 15, 2021  | Dec. 13 to Jan. 2   | Jan. 4, 2021    | 3 |
| Jan. 29, 2021  | Jan. 3 to Jan. 16   | Jan. 18, 2021   | 2 |
| Feb. 12, 2021  | Jan. 17 to Jan. 30  | Feb. 1, 2021    | 2 |
| Feb. 26, 2021  | Jan. 31 to Feb. 13  | Feb. 15, 2021   | 2 |
| March 12, 2021 | Feb. 14 to Feb. 27  | March 1, 2021   | 2 |
| March 31, 2021 | Feb. 28 to March 20 | March 22, 2021  | 3 |
| April 15, 2021 | March 21 to April 3 | April 5, 2021   | 2 |
| April 30, 2021 | April 4 to April 17 | April 19, 2021  | 2 |
| May 14, 2021   | April 18 to May 1   | May 3, 2021     | 2 |
| May 31, 2021   | May 2 to May 15     | May 17, 2021    | 2 |
| June 15, 2021  | May 16 to June 5    | June 7, 2021    | 3 |
| June 30, 2021  | June 6 to June 19   | June 21, 2021   | 2 |
| July 15, 2021  | June 20 to July 3   | July 5, 2021    | 2 |
| July 30, 2021  | July 4 to July 17   | July 19, 2021   | 2 |
| Aug. 13, 2021  | July 18 to July 31  | August 2, 2021  | 2 |
| Aug. 31, 2021  | Aug. 1 to Aug. 21   | August 23, 2021 | 3 |

\* Part-time employees are paid based on hours worked and any sick or vacation leave taken during the reporting period. Full-time employees report vacation, sick, holiday and overtime based on the reporting period. Full-time employees who go into a leave without pay status should notify payroll immediately to avoid being overpaid.