

PAYROLL CUT-OFF DATES 2020-2021

Revised 11/2020

PAY DATE	* REPORTING PERIOD	Timesheets due to Operations	WEEKS
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(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. 30, 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 15, 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 28, 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.