

PAYROLL CUT-OFF DATES 2021-2022

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

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

(Sunday - Saturday)

Aug. 31, 2021	Aug. 1 to Aug. 21	August 23, 2021	3
Sept. 15, 2021	Aug. 22 to Sept.4	Sept. 6, 2021	2
Sept. 30, 2021	Sept. 5 to Sept. 18	Sept. 20, 2021	2
Oct. 15, 2021	Sept. 19 to Oct. 2	Oct. 4, 2021	2
Oct. 29, 2021	Oct. 3 to Oct.16	Oct. 18, 2021	2
Nov. 15, 2021	Oct. 17 to Oct. 30	Nov. 1, 2021	2
Nov. 30, 2021	Oct. 31 to Nov. 13	Nov. 15, 2021	2
Dec. 15, 2021	Nov. 14 to Nov. 27	Nov. 29, 2021	2
Dec. 31, 2021	Nov. 28 to Dec. 11	Dec. 13, 2021	2

Jan. 14, 2022	Dec. 12 to Jan 1	Jan. 3, 2022	3
Jan. 31, 2022	Jan. 2 to Jan. 15	Jan. 17, 2022	2
Feb. 15, 2022	Jan. 16 to Jan 29	Jan. 31, 2022	2
Feb. 28, 2022	Jan. 30 to Feb. 12	Feb. 14, 2022	2
March 15, 2022	Feb. 13 to Feb. 26	Feb. 28, 2022	2
March 31, 2022	Feb. 27 to March 19	March 21, 2022	3
April 15, 2022	March 20 to April 2	April 4, 2022	2
April 29, 2022	April 3 to April 16	April 18, 2022	2
May 13, 2022	April 17 to April 30	May 2, 2022	2
May 31, 2022	May 1 to May 14	May 16, 2022	2
June 15, 2022	May 15 to June 4	June 6, 2022	3
June 30, 2022	June 5 to June 18	June 20, 2022	2
July 15, 2022	June 19 to July 2	July 5, 2022	2
July 29, 2022	July 3 to July 16	July 18, 2022	2
Aug. 15, 2022	July 17 to July 30	August 1, 2022	2
Aug. 31, 2022	July 31 to Aug. 20	August 22, 2022	3

* Part-time employees are paid based on hours worked and any sick, personal, holiday or vacation leave taken during the reporting period. Full-time employees report vacation, sick, personal, 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.