

MEMORANDUM

To: Employees and Supervisors

From: Payroll Office

Re: Payroll Schedule for **2021**

Pay Schedule for 2021

| Payroll # | Payroll Begin Date | Payroll End Date | Check Date |
|-----------|--------------------|------------------|-------------------|
| 19 | 12/10/2020 | 12/23/2020 | 1/6/2021 |
| 20 | 12/24/2020 | 1/6/2021 | 1/20/2021 |
| 21 | 1/7/2021 | 1/20/2021 | 2/3/2021 |
| 22 | 1/21/2021 | 2/3/2021 | 2/17/2021 |
| 23 | 2/4/2021 | 2/17/2021 | 3/3/2021 |
| 24 | 2/18/2021 | 3/3/2021 | 3/17/2021 |
| 25 | 3/4/2021 | 3/17/2021 | 3/31/2021 |
| 26 | 3/18/2021 | 3/31/2021 | 4/14/2021 |
| 1 | 4/1/2021 | 4/14/2021 | 4/28/2021 |
| 2 | 4/15/2021 | 4/28/2021 | 5/12/2021 |
| 3 | 4/29/2021 | 5/12/2021 | 5/26/2021 |
| 4 | 5/13/2021 | 5/26/2021 | 6/9/2021 |
| 5 | 5/27/2021 | 6/9/2021 | 6/23/2021 |
| 6 | 6/10/2021 | 6/23/2021 | 7/7/2021 |
| 7 | 6/24/2021 | 7/7/2021 | 7/21/2021 |
| 8 | 7/8/2021 | 7/21/2021 | 8/4/2021 |
| 9 | 7/22/2021 | 8/4/2021 | 8/18/2021 |
| 10 | 8/5/2021 | 8/18/2021 | 9/1/2021 |
| 11 | 8/19/2021 | 9/1/2021 | 9/15/2021 |
| 12 | 9/2/2021 | 9/15/2021 | 9/29/2021 |
| 13 | 9/16/2021 | 9/29/2021 | 10/13/2021 |
| 14 | 9/30/2021 | 10/13/2021 | 10/27/2021 |
| 15 | 10/14/2021 | 10/27/2021 | 11/10/2021 |
| 16 | 10/28/2021 | 11/10/2021 | 11/24/2021 |
| 17 | 11/11/2021 | 11/24/2021 | 12/8/2021 |
| 18 | 11/25/2021 | 12/8/2021 | 12/22/2021 |
| 19 | 12/9/2021 | 12/22/2021 | 1/5/2022 |

PLEASE NOTE: PAYROLL INFORMATION MUST BE COMPLETE AND RECEIVED BY THE PAYROLL DEPARTMENT IN A TIMELY MANNER TO BE PAID IN ACCORDANCE WITH THIS SCHEDULE.

Please contact the Payroll Department with any questions at 315-684-6498 or 315-684-6429. Thank you!