

MEMORANDUM

To: Temporary Service Employees and Supervisors  
 (Green Timesheets – Thursday thru Wednesday – 2 week cycle)

From: Payroll Office

Re: Payroll Schedule for 2021

**Pay Schedule for 2021**

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

**Green Timesheets ONLY** – Thursday thru Wednesday – 2 week cycle (For hourly professional employees please use timesheet columns above)

Time sheets should be completed in regular two week intervals and returned to the Payroll Office on or before the listed dates. Employees should sign the completed time sheet in the area indicated. Supervisors should verify total hours, sign the time sheet at the bottom, and return the time sheet to the Payroll Office on or before the due date.

All other employees please follow the payroll begin and end date columns above.

**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 Rhonda Davis in the Payroll Department with any questions at 315-684-6498. Thank you!

