

<b>TIME SHEET AND PAY SCHEDULE FOR 2021</b>			
<b>Pay Period</b>	<b>Time sheets due by 10:00 AM</b>	<b>Paycheck Date</b>	<b>Accrual</b>
12/14-12/27	Tuesday, December 29th	Friday, January 8th, 2021	
12/28-1/10	Tuesday, January 12th	Friday, January 22nd	
1/11-1/24	Tuesday, January 26th	Friday, February 5th	January Accrual
1/25-2/7	Tuesday, February 9th	Friday, February 19th	
2/8-2/21	Tuesday, February 23rd	Friday, March 5th	February Accrual
2/22-3/7	Tuesday, March 9th	Friday, March 19th	
3/8-3/21	Tuesday, March 23rd	Friday, April 2nd	March Accrual
3/22-4/4	Tuesday, April 6th	Friday, April 16th	
4/5-4/18	Tuesday, April 20th	Friday, April 30th	April Accrual
4/19-5/2	Tuesday, May 4th	Friday, May 14th	
5/3-5/16	Tuesday, May 18th	Friday, May 28th	May Accrual
5/17-5/30	<b>**Tuesday, June 1st</b>	Friday, June 11th	
5/31-6/13	Tuesday, June 15th	Friday, June 25th	
6/14-6/27	Tuesday, June 29th	Friday, July 9th	June Accrual
6/28-7/11	Tuesday, July 13th	Friday, July 23rd	
7/12-7/25	<b>Monday, July 26th</b>	Friday, August 6th	July Accrual
7/26-8/8	Tuesday, August 10th	Friday, August 20th	
8/9-8/22	Tuesday, August 24th	Friday, September 3rd	August Accrual
8/23-9/5	<b>**Tuesday, September 7th</b>	Friday, September 17th	
9/6-9/19	Tuesday, September 21st	Friday, October 1st	September Accrual
9/20-10/3	Tuesday, October 5th	Friday, October 15th	
10/4-10/17	Tuesday, October 19th	Friday, October 29th	October Accrual
10/18-10/31	Tuesday, November 2nd	Friday, November 12th	
11/1-11/14	<b>Monday, November 15th</b>	<b>Wednesday, November 24th</b>	
11/15-11/28	Tuesday, November 30th	Friday, December 10th	November Accrual
11/29-12/12	<b>Monday, December 13th</b>	<b>Wednesday, December 22nd</b>	
12/13-12/26	Tuesday, December 28th	Friday, January 7, 2022	December Accrual

The time sheet due dates highlighted in green are for employees that work on a 28 day cycle.

All other employees time sheets are due on every due date listed.

Accruals are earned during the pay periods that are highlighted in yellow.

**\*\* Time Sheets due by 12:00 noon due to Holiday the prior day.**