



## 2021-2022 PAY SCHEDULE

<b>Timesheet</b>	<b>Pay Date</b>	<b>Due to Payroll</b> (no later than morning of)
16 <sup>th</sup> -30 <sup>th</sup> June	7/15/2021	7/8/2021
1 <sup>st</sup> -15 <sup>th</sup> July	7/30/2021	7/22/2021
16 <sup>th</sup> -30 <sup>th</sup> July	8/13/2021	8/5/2021
31 <sup>st</sup> -15 <sup>th</sup> Aug	8/30/2021	8/20/2021
16 <sup>th</sup> -30 <sup>th</sup> Aug	9/15/2021	9/8/2021
31 <sup>st</sup> -15 <sup>th</sup> Sept	9/30/2021	9/23/2021
16 <sup>th</sup> -30 <sup>th</sup> Sept	10/15/2021	10/6/2021
1 <sup>st</sup> -15 <sup>th</sup> Oct	10/29/2021	10/21/2021
16 <sup>th</sup> -30 <sup>th</sup> Oct	11/15/2021	11/5/2021
31 <sup>st</sup> -15 <sup>th</sup> Nov	11/30/2021	11/18/2021
16 <sup>th</sup> -30 <sup>th</sup> Nov	12/15/2021	12/8/2021
1 <sup>st</sup> -15 <sup>th</sup> Dec	12/30/2021	12/21/2021
16 <sup>th</sup> -30 <sup>th</sup> Dec	1/14/2022	1/6/2022
31 <sup>st</sup> -15 <sup>th</sup> Jan	1/28/2022	1/20/2022
16 <sup>th</sup> -30 <sup>th</sup> Jan	2/15/2022	2/7/2022
31 <sup>st</sup> -15 <sup>th</sup> Feb	2/28/2022	2/17/2022
16 <sup>th</sup> -28 <sup>th</sup> Feb	3/15/2022	3/7/2022
1 <sup>st</sup> -15 <sup>th</sup> March	3/30/2022	3/22/2022
16 <sup>th</sup> -30 <sup>th</sup> March	4/14/2022	4/7/2022
31 <sup>st</sup> -15 <sup>th</sup> April	4/29/2022	4/21/2022
16 <sup>th</sup> -30 <sup>th</sup> April	5/13/2022	5/5/2022
1 <sup>st</sup> -15 <sup>th</sup> May	5/27/2022	5/19/2022
16 <sup>th</sup> -30 <sup>th</sup> May	6/15/2022	6/8/2022
31 <sup>st</sup> -15 <sup>th</sup> June	6/30/2022	6/22/2022
16 <sup>th</sup> -30 <sup>th</sup> June	7/15/2022	7/7/2022

**\*all dates are subject to change**

When timesheets are submitted, only time actually worked may be claimed. Timesheets are not to be made out for advance worked or for duty free lunch periods. Timesheets should be filled out daily and submitted to Maria Brown in the Business Office when completed including supervisor's signature.

**\*\*Remember every pay day is the day you should turn in your time cards\*\***