



## 2021 Bi-Weekly Payroll Schedule

	Work Period Start Date (Sun)	Work Period End Date (Sat)	Absence/Time Off Req. and <u>Non-Exempt EE</u> Timesheets due to HR Dept.	Pay Date	NOTES
1	12/27/20	01/09/21	01/11/21	01/15/21	
2	01/10/21	01/23/21	01/25/21	01/29/21	
3	01/24/21	02/06/21	02/08/21	02/12/21	
4	02/07/21	02/20/21	02/22/21	02/26/21	
5	02/21/21	03/06/21	03/08/21	03/12/21	
6	03/07/21	03/20/21	03/22/21	03/26/21	
7	03/21/21	04/03/21	04/05/21	04/09/21	
8	04/04/21	04/17/21	04/19/21	04/23/21	
9	04/18/21	05/01/21	05/03/21	05/07/21	
10	05/02/21	05/15/21	05/17/21	05/21/21	
11	05/16/21	05/29/21	06/01/21	06/04/21	
12	05/30/21	06/12/21	06/14/21	06/18/21	
13	06/13/21	06/26/21	06/28/21	07/02/21	
14	06/27/21	07/10/21	07/12/21	07/16/21	
15	07/11/21	07/24/21	07/26/21	07/30/21	
16	07/25/21	08/07/21	08/09/21	08/13/21	
17	08/08/21	08/21/21	08/23/21	08/27/21	
18	08/22/21	09/04/21	09/07/21	09/10/21	
19	09/05/21	09/18/21	09/20/21	09/24/21	
20	09/19/21	10/02/21	10/04/21	10/08/21	
21	10/03/21	10/16/21	10/18/21	10/22/21	
22	10/17/21	10/30/21	11/01/21	11/5/21	
23	10/31/21	11/13/21	11/15/21	11/19/21	
24	11/14/21	11/27/21	11/29/21	12/3/21	
25	11/28/21	12/11/21	12/13/21	12/17/21	
26	12/12/21	12/25/21	12/23/21	12/31/21	*Timesheets required early ( <b>no later than 5 pm on 12/23</b> ), due to holiday/early payroll processing