



To: FULL TIME CLASSIFIED EMPLOYEES (WHITE AND BLUE COLLAR)

From: HUMAN RESOURCES DEPARTMENT

Date JULY 12, 2021

Re: PAYROLL SCHEDULE FOR JULY 1, 2021 – JUNE 30, 2022

Below is a schedule of pay dates, work periods and timesheet due dates for **Full time classified employees (White and Blue Collar)**. In order to avoid confusion and delay of payments, this schedule must be adhered to and strictly enforced. Timesheets not received on time will be processed for the following payday. **All employees mentioned above are responsible for their own record keeping. Always retain a copy of each timesheet submitted to Payroll.**

<u>PAYDATES</u>	<u>WORK PERIOD</u>	<u>TIMESHEET TO PAYROLL</u>
07/23/21	07/04/2021 - 07/17/2021	07/13/2021
08/06/21	07/18/2021 - 07/31/2021	07/27/2021
08/20/21	08/01/2021 - 08/14/2021	08/10/2021
09/03/21	08/15/2021 - 08/28/2021	08/24/2021
09/17/21	08/29/2021 - 09/11/2021	09/07/2021
10/01/21	09/12/2021 - 09/25/2021	09/21/2021
10/15/21	09/26/2021 - 10/09/2021	10/05/2021
10/29/21	10/10/2021 - 10/23/2021	10/19/2021
11/12/21	10/24/2021 - 11/06/2021	11/02/2021
11/26/21	11/07/2021 - 11/20/2021	11/16/2021
12/10/21	11/21/2021 - 12/04/2021	11/30/2021
12/24/21	12/05/2021 - 12/18/2021	12/14/2021
01/07/22	12/19/2021 - 01/01/2022	12/28/2021
01/21/22	01/02/2022 - 01/15/2022	01/11/2022
02/04/22	01/16/2022 - 01/29/2022	01/25/2022
02/18/22	01/30/2022 - 02/12/2022	02/08/2022
03/04/22	02/13/2022 - 02/26/2022	02/22/2022
03/18/22	02/27/2022 - 03/12/2022	03/08/2022
04/01/22	03/13/2022 - 03/26/2022	03/22/2022
04/15/22	03/27/2022 - 04/09/2022	04/05/2022
04/29/22	04/10/2022 - 04/23/2022	04/19/2022
05/13/22	04/24/2022 - 05/07/2022	05/03/2022
05/27/22	05/08/2022 - 05/21/2022	05/17/2022
06/10/22	05/22/2022 - 06/04/2022	05/31/2022
06/24/22	06/05/2022 - 06/18/2022	06/14/2022
07/08/22	06/19/2022 – 07/02/2022	06/28/2022