



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	06/27/2021 - 7/10/2021	07/12/21
08/06/21	7/11/2021 - 07/24/2021	07/26/21
08/20/21	07/25/2021 - 08/07/2021	08/09/21
09/03/21	08/08/2021 - 08/21/2021	08/23/21
09/17/21	08/22/2021 - 09/04/2021	09/06/21
10/01/21	09/05/2021 - 09/18/2021	09/20/21
10/15/21	09/19/2021 - 10/02/2021	10/04/21
10/29/21	10/03/2021 - 10/16/2021	10/18/21
11/12/21	10/17/2021 - 10/30/2021	11/01/21
11/26/21	10/31/2021 - 11/13/2021	11/15/21
12/10/21	11/14/2021 - 11/27/2021	11/29/21
12/24/21	11/28/2021 - 12/11/2021	12/13/21
01/07/22	12/12/2021 - 12/25/2021	12/27/21
01/21/22	12/26/2021 - 01/08/2022	01/10/22
02/04/22	01/09/2022 - 01/22/2022	01/24/22
02/18/22	01/23/2022 - 02/05/2022	02/07/22
03/04/22	02/06/2022 - 02/19/2022	02/21/22
03/18/22	02/20/2022 - 03/05/2022	03/07/22
04/01/22	03/06/2022 - 03/19/2022	03/21/22
04/15/22	03/20/2022 - 04/02/2022	04/04/22
04/29/22	04/03/2022 - 04/16/2022	04/18/22
05/13/22	04/17/2022 - 04/30/2022	05/02/22
05/27/22	05/01/2022 - 05/14/2022	05/16/22
06/10/22	05/15/2022 - 05/28/2022	05/30/22
06/24/22	05/29/2022 - 06/11/2022	06/13/22
07/08/22	06/12/2022 - 06/25/2022	06/27/22