

2021 Time Sheets Due Date Schedule

Listed below are the pay periods, time sheet due dates, and designated pay dates for 2021.

PLEASE NOTE: COMPLETION AND APPROVAL OF TIME SHEETS ARE DUE BY NOON ON THE DESIGNATED DUE DATE.

TIME SHEETS COMPLETED AND/OR APPROVED AFTER THE DUE DATE MAY NOT BE PROCESSED UNTIL THE NEXT PAYROLL. WHEN THE DUE DATE IS ON OR PRIOR TO THE END DATE OF THE PAY PERIOD, HOURS SHOULD BE ESTIMATED FOR THE CURRENT PAY PERIOD AND CAN BE ADJUSTED AS NECESSARY WITH THE FOLLOWING PAY PERIOD.

<u>Payroll #</u>	<u>Pay Period</u>	<u>Time sheets Due</u>		<u>Pay Date</u>
		<u>Completed by</u>	<u>Approved by</u>	
21A	12/16/20 - 12/31/20	12/21/20	12/22/20	01/07/21
21B	01/01/21 - 01/15/21	01/14/21	01/15/21	01/22/21
21C	01/16/21 - 01/31/21	02/01/21	02/02/21	02/08/21
21D	02/01/21 - 02/15/21	02/12/21	02/16/21	02/22/21
21E	02/16/21 - 02/28/21	03/01/21	03/02/21	03/08/21
21F	03/01/21 - 03/15/21	03/15/21	03/16/21	03/22/21
21G	03/16/21 - 03/31/21	03/30/21	03/31/21	04/07/21
21H	04/01/21 - 04/15/21	04/15/21	04/16/21	04/22/21
21I	04/16/21 - 04/30/21	04/30/21	05/03/21	05/07/21
21J	05/01/21 - 05/15/21	05/14/21	05/17/21	05/21/21
21K	05/16/21 - 05/31/21	05/28/21	06/01/21	06/07/21
21L	06/01/21 - 06/15/21	06/15/21	06/16/21	06/22/21
21M	06/16/21 - 06/30/21	06/29/21	06/30/21	07/07/21
21N	07/01/21 - 07/15/21	07/15/21	07/16/21	07/22/21
21O	07/16/21 - 07/31/21	07/30/21	08/02/21	08/06/21
21P	08/01/21 - 08/15/21	08/16/21	08/17/21	08/23/21
21Q	08/16/21 - 08/31/21	08/30/21	08/31/21	09/07/21
21R	09/01/21 - 09/15/21	09/15/21	09/16/21	09/22/21
21S	09/16/21 - 09/30/21	09/30/21	10/01/21	10/07/21
21T	10/01/21 - 10/15/21	10/15/21	10/18/21	10/22/21
21U	10/16/21 - 10/31/21	11/01/21	11/02/21	11/08/21
21V	11/01/21 - 11/15/21	11/15/21	11/16/21	11/22/21
21W	11/16/21 - 11/30/21	11/30/21	12/01/21	12/07/21
21X	12/01/21 - 12/15/21	12/15/21	12/16/21	12/22/21

SCU paydays are currently the 7th (for work from the 16th to the end of the previous month) and the 22nd (for work from the 1st to the 16th of the current month). When the pay date falls on Saturday, the checks will be issued on the preceding Friday and when the pay date falls on Sunday the check will be issued on the following Monday.

Payroll Advices are available on Workday.

Employees not set up with direct deposit as payment election will receive live check and will be mailed to address of record.