



2021 Timekeeping Schedule

Pay #	Start Date	End Date	Week 1		Week 2		Pay Date
			Time Entry 2PM	Time Approval 5PM	Time Entry 2PM	Time Approval 5PM	
1	12/26/2020	1/8/2021	1/1/2021	1/1/2021	1/8/2021	1/8/2021	1/15/2021
2	1/9/2021	1/22/2021	1/15/2021	1/15/2021	1/22/2021	1/22/2021	1/29/2021
3	1/23/2021	2/5/2021	1/29/2021	1/29/2021	2/5/2021	2/5/2021	2/12/2021
4	2/6/2021	2/19/2021	2/12/2021	2/12/2021	2/19/2021	2/19/2021	2/26/2021
5	2/20/2021	3/5/2021	2/26/2021	2/26/2021	3/5/2021	3/5/2021	3/12/2021
6	3/6/2021	3/19/2021	3/12/2021	3/12/2021	3/19/2021	3/19/2021	3/26/2021
7	3/20/2021	4/2/2021	3/26/2021	3/26/2021	4/2/2021	4/2/2021	4/9/2021
8	4/3/2021	4/16/2021	4/9/2021	4/9/2021	4/16/2021	4/16/2021	4/23/2021
9	4/17/2021	4/30/2021	4/23/2021	4/23/2021	4/30/2021	4/30/2021	5/7/2021
10	5/1/2021	5/14/2021	5/7/2021	5/7/2021	5/14/2021	5/14/2021	5/21/2021
11	5/15/2021	5/28/2021	5/21/2021	5/21/2021	5/27/2021	5/27/2021	6/4/2021
12	5/29/2021	6/11/2021	6/4/2021	6/4/2021	6/11/2021	6/11/2021	6/18/2021
13	6/12/2021	6/25/2021	6/18/2021	6/18/2021	6/24/2021	6/24/2021	7/2/2021
14	6/26/2021	7/9/2021	7/2/2021	7/2/2021	7/9/2021	7/9/2021	7/16/2021
15	7/10/2021	7/23/2021	7/16/2021	7/16/2021	7/23/2021	7/23/2021	7/30/2021
16	7/24/2021	8/6/2021	7/30/2021	7/30/2021	8/6/2021	8/6/2021	8/13/2021
17	8/7/2021	8/20/2021	8/13/2021	8/13/2021	8/20/2021	8/20/2021	8/27/2021
18	8/21/2021	9/3/2021	8/27/2021	8/27/2021	9/2/2021	9/2/2021	9/10/2021
19	9/4/2021	9/17/2021	9/10/2021	9/10/2021	9/17/2021	9/17/2021	9/24/2021
20	9/18/2021	10/1/2021	9/24/2021	9/24/2021	10/1/2021	10/1/2021	10/8/2021
21	10/2/2021	10/15/2021	10/8/2021	10/8/2021	10/15/2021	10/15/2021	10/22/2021
22	10/16/2021	10/29/2021	10/22/2021	10/22/2021	10/29/2021	10/29/2021	11/5/2021
23	10/30/2021	11/12/2021	11/5/2021	11/5/2021	11/12/2021	11/12/2021	11/19/2021
24	11/13/2021	11/26/2021	11/19/2021	11/19/2021	11/24/2021	11/24/2021	12/3/2021
25	11/27/2021	12/10/2021	12/3/2021	12/3/2021	12/10/2021	12/10/2021	12/17/2021
26	12/11/2021	12/24/2021	12/17/2021	12/17/2021	12/17/2021	12/17/2021	12/31/2021

Please note: Time should be entered every day and submitted weekly by 2PM on Fridays. Time must be approved by supervisors by 5PM. Dates are subject to change due to holidays and emergency closings.

Last updated: 6/30/2021.