

# Full Time Web Time Sheet Schedule | 2020-2021

Please follow this schedule for Web Time Sheets

| REPORT HOURS WORKED IN FOLLOWING PERIODS | EMPLOYEE MUST SUBMIT NO LATER THAN: | SUPERVISOR MUST APPROVE NO LATER THAN: | PAY DATE           | PAYROLL # |
|--|-------------------------------------|--|--------------------|-----------|
| June 28 - July 11                        | July 13, 2020                       | July 15, 2020                          | July 10, 2020      | 14        |
| July 12 - July 25                        | July 27, 2020                       | July 29, 2020                          | July 24, 2020      | 15        |
| July 26 - August 8                       | August 10, 2020                     | August 12, 2020                        | August 7, 2020     | 16        |
| August 9 - August 22                     | August 24, 2020                     | August 26, 2020                        | August 21, 2020    | 17        |
| August 23 - September 5                  | * September 8, 2020                 | September 9, 2020                      | September 4, 2020  | 18        |
| September 6 - September 19               | September 21, 2020                  | September 23, 2020                     | September 18, 2020 | 19        |
| September 20 - October 3                 | October 5, 2020                     | October 7, 2020                        | October 2, 2020    | 20        |
| October 4 - October 17                   | October 19, 2020                    | October 21, 2020                       | October 16, 2020   | 21        |
| October 18 - October 31                  | November 2, 2020                    | November 4, 2020                       | October 30, 2020   | 22        |
| November 1 - November 14                 | November 16, 2020                   | November 18, 2020                      | November 13, 2020  | 23        |
| November 15 - November 28                | November 30, 2020                   | December 2, 2020                       | November 27, 2020  | 24        |
| November 29 - December 12                | December 14, 2020                   | December 16, 2020                      | December 11, 2020  | 25        |
| December 13 - December 26                | * January 4, 2021                   | * January 6, 2021                      | December 24, 2020  | 26        |
| December 27 - January 9                  | January 11, 2021                    | January 13, 2021                       | January 8, 2021    | 1         |
| January 10 - January 23                  | January 25, 2021                    | January 27, 2021                       | January 22, 2021   | 2         |
| January 24 - February 6                  | February 8, 2021                    | February 10, 2021                      | February 5, 2021   | 3         |
| February 7 - February 20                 | February 22, 2021                   | February 24, 2021                      | February 19, 2021  | 4         |
| February 21 - March 6                    | * March 15, 2021                    | * March 17, 2021                       | March 5, 2021      | 5         |
| March 7 - March 20                       | March 22, 2021                      | March 24, 2021                         | March 19, 2021     | 6         |
| March 21 - April 3                       | April 5, 2021                       | April 7, 2021                          | April 2, 2021      | 7         |
| April 4 - April 17                       | April 19, 2021                      | April 21, 2021                         | April 16, 2021     | 8         |
| April 18 - May 1                         | May 3, 2021                         | May 5, 2021                            | April 30, 2021     | 9         |
| May 2 - May 15                           | May 17, 2021                        | May 19, 2021                           | May 14, 2021       | 10        |
| May 16 - May 29                          | * June 1, 2021                      | * June 2, 2021                         | May 28, 2021       | 11        |
| May 30 - June 12                         | June 14, 2021                       | June 16, 2021                          | June 11, 2021      | 12        |
| June 13 - June 26                        | June 28, 2021                       | June 30, 2021                          | June 25, 2021      | 13        |

\* Extra time given due to the Holiday Break