

# Part-Time and Work-Study Time Sheet Schedule | 2021-2022

Please follow this schedule for Web Time Sheets. Employees who do not submit their time by the posted employee deadline will need to work with their approver to get those hours submitted, which can cause a delay in pay.

REPORT HOURS WORKED IN FOLLOWING PERIODS	EMPLOYEE MUST SUBMIT NO LATER THAN:	SUPERVISOR MUST APPROVE NO LATER THAN:	PAY DATE	PAYROLL #
June 13 - June 26	June 28, 2021	June 30, 2021	July 9, 2021	14
June 27 - July 10	July 12, 2021	July 14, 2021	July 23, 2021	15
July 11 - July 24	July 26, 2021	July 28, 2021	August 6, 2021	16
July 25 - August 7	August 9, 2021	August 11, 2021	August 20, 2021	17
August 8 - August 21	August 23, 2021	August 25, 2021	September 3, 2021	18
August 22 - September 4	+September 7, 2021	September 8, 2021	September 17, 2021	19
September 5 - September 18	September 20, 2021	September 22, 2021	October 1, 2021	20
September 19 - October 2	October 4, 2021	October 6, 2021	October 15, 2021	21
October 3 - October 16	October 18, 2021	October 20, 2021	October 29, 2021	22
October 17 - October 30	November 1, 2021	November 3, 2021	November 12, 2021	23
October 31 - November 13	November 15, 2021	November 17, 2021	November 26, 2021	24
November 14 - November 27	November 29, 2021	December 1, 2021	December 10, 2021	25
November 28 - December 11	December 13, 2021	December 15, 2021	December 24, 2021	26
December 12 - December 25	**December 27, 2021	**December 29, 2021	January 7, 2022	1
December 26 - January 8	January 10, 2022	January 12, 2022	January 21, 2022	2
January 9 - January 22	January 24, 2022	January 26, 2022	February 4, 2022	3
January 23 - February 5	February 7, 2022	#February 8, 2022	February 18, 2022	4
February 6 - February 19	February 21, 2022	February 23, 2022	March 4, 2022	5
February 20 - March 5	**March 7, 2022	**March 9, 2022	March 18, 2022	6
March 6 - March 19	March 21, 2022	March 23, 2022	April 1, 2022	7
March 20 - April 2	April 4, 2022	April 6, 2022	April 15, 2022	8
April 3 - April 16	April 18, 2022	April 20, 2022	April 29, 2022	9
April 17 - April 30	May 2, 2022	May 4, 2022	May 13, 2022	10
May 1 - May 14	May 16, 2022	May 18, 2022	May 27, 2022	11
May 15 - May 28	+May 31, 2022	June 1, 2022	June 10, 2022	12
May 29 - June 11	June 13, 2022	June 15, 2022	June 24, 2022	13
June 12 - June 25	June 27, 2022	June 29, 2022	July 8, 2022	14
June 26 - July 9	July 11, 2022	July 13, 2022	July 22, 2022	15

\* Early deadline due to the Holiday

+ Extra time given due to the Holiday

# Early deadline due to Learning Day

\*\* Deadlines fall on a Holiday break! If employee is not working during the Holiday Break, the timesheet can be submitted and approved on the employee's last day working in the pay period.