

Part-Time and Work-Study Time Sheet Schedule | 2020-2021

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 7 - June 20	June 22, 2020	June 24, 2020	July 10, 2020	14
June 21 - July 4	July 6, 2020	July 8, 2020	July 24, 2020	15
July 5 - July 18	July 20, 2020	July 22, 2020	August 7, 2020	16
July 19 - August 1	August 3, 2020	August 5, 2020	August 21, 2020	17
August 2 - August 15	August 17, 2020	August 19, 2020	September 4, 2020	18
August 16 - August 29	August 31, 2020	September 2, 2020	September 18, 2020	19
August 30 - September 12	September 14, 2020	September 16, 2020	October 2, 2020	20
September 13 - September 26	September 28, 2020	September 30, 2020	October 16, 2020	21
September 27 - October 10	October 12, 2020	October 14, 2020	October 30, 2020	22
October 11 - October 24	October 26, 2020	October 28, 2020	November 13, 2020	23
October 25 - November 7	November 9, 2020	November 11, 2020	November 27, 2020	24
November 8 - November 21	November 23, 2020	*November 24, 2020	December 11, 2020	25
November 22 - December 5	December 7, 2020	December 9, 2020	December 24, 2020	26
December 6 - December 26	**December 28, 2020	**December 29, 2020	January 8, 2021	1
December 27 - January 9	January 11, 2021	January 13, 2021	January 22, 2021	2
January 10 - January 23	January 25, 2021	January 27, 2021	February 5, 2021	3
January 24 - February 6	February 8, 2021	# February 9, 2021	February 19, 2021	4
February 7 - February 20	February 22, 2021	February 24, 2021	March 5, 2021	5
February 21 - March 6	**March 8, 2021	**March 10, 2021	March 19, 2021	6
March 7 - March 20	March 22, 2021	March 24, 2021	April 2, 2021	7
March 21 - April 3	April 5, 2021	April 7, 2021	April 16, 2021	8
April 4 - April 17	April 19, 2021	April 21, 2021	April 30, 2021	9
April 18 - May 1	May 3, 2021	May 5, 2021	May 14, 2021	10
May 2 - May 15	May 17, 2021	May 19, 2021	May 28, 2021	11
May 16 - May 29	+June 1, 2021	June 2, 2021	June 11, 2021	12
May 30 - June 12	June 14, 2021	June 16, 2021	June 25, 2021	13
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

* 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.