

MEMORANDUM

TO: WORK STUDY AND TEMP SERVICE STUDENTS AND SUPERVISORS  
FROM: PAYROLL OFFICE  
RE: PAYROLL SCHEDULE FOR 2021

2021 Student Temp Service and Federal Work Study Payroll Schedule				
Payroll #	Payroll Begin Date	Payroll End Date	<b>Timesheet Due Date</b>	Check Date
21	12/24/2020	1/6/2021	<b>1/8/2021</b>	1/28/2021
22	1/7/2021	1/20/2021	<b>1/22/2021</b>	2/11/2021
23	1/21/2021	2/3/2021	<b>2/5/2021</b>	2/25/2021
24	2/4/2021	2/17/2021	<b>2/19/2021</b>	3/11/2021
25	2/18/2021	3/3/2021	<b>3/5/2021</b>	3/25/2021
26	3/4/2021	3/17/2021	<b>3/19/2021</b>	4/8/2021
1	3/18/2021	3/31/2021	<b>4/2/2021</b>	4/22/2021
2	4/1/2021	4/21/2021	<b>4/23/2021</b>	5/6/2021
3	4/22/2021	5/5/2021	<b>5/7/2021</b>	5/20/2021
4	5/6/2021	5/19/2021	<b>5/21/2021</b>	6/3/2021
5	5/20/2021	6/2/2021	<b>6/4/2021</b>	6/17/2021
6	6/3/2021	6/16/2021	<b>6/18/2021</b>	7/1/2021
7	6/17/2021	6/30/2021	<b>7/2/2021</b>	7/15/2021
8	7/1/2021	7/14/2021	<b>7/16/2021</b>	7/29/2021
9	7/15/2021	7/28/2021	<b>7/30/2021</b>	8/12/2021
10	7/29/2021	8/11/2021	<b>8/13/2021</b>	8/26/2021
11	8/12/2021	8/25/2021	<b>8/27/2021</b>	9/9/2021
12	8/26/2021	9/8/2021	<b>9/10/2021</b>	9/23/2021
13	9/9/2021	9/22/2021	<b>9/24/2021</b>	10/7/2021
14	9/23/2021	10/6/2021	<b>10/8/2021</b>	10/21/2021
15	10/7/2021	10/20/2021	<b>10/22/2021</b>	11/4/2021
16	10/21/2021	11/3/2021	<b>11/5/2021</b>	11/18/2021
17	11/4/2021	11/17/2021	<b>11/19/2021</b>	12/2/2021
18	11/18/2021	12/1/2021	<b>12/3/2021</b>	12/16/2021
19	12/2/2021	12/15/2021	<b>12/17/2021</b>	12/30/2021
20	12/16/2021	12/29/2021	<b>12/31/2021</b>	1/13/2022

**PLEASE NOTE:**

TIME SHEETS SHOULD BE COMPLETED BY THE EMPLOYEE IN REGULAR TWO-WEEK INTERVALS AND IN ACCORDANCE WITH THE ABOVE PAY PERIOD DATE RANGES.

EMPLOYEES SHOULD COMPLETE AND SUBMIT THEIR ELECTRONIC TIME SHEET TO THEIR SUPERVISOR FOR APPROVAL. SUPERVISORS SHOULD VERIFY ALL HOURS FOR ACCURACY AND APPROVE ELECTRONIC TIME SHEETS.

**ALL TIME SHEETS ARE DUE ON OR BEFORE THE ABOVE TIME SHEET DUE DATES.**

**PLEASE CONTACT THE PAYROLL OFFICE WITH ANY QUESTIONS AT 315.684.6498 OR 315.684.6429**