# 2021-2022 WEEKLY - Time Sheet & Leave Card Schedule

**Submit Digital Timesheets to Administrators for Payroll Approval - EVERY Friday**

**Paper Timesheets and Leave Cards are Due Monday at CO by 10am**

| APPROVAL DATES | DATES TO INCLUDE | Pay Check Date |
|---|---|---|
| July 5, 2021 | June 28th through July 3rd | 7/15/2021 |
| July 12, 2021 | July 4th through July 10th | 7/30/2021 |
| July 19, 2021 | July 11th through July 17th | 7/30/2021 |
| July 26, 2021 | July 18th through July 24th | 8/13/2021 |
| August 2, 2021 | July 25th through July 31st | 8/13/2021 |
| August 9, 2021 | August 1st through August 7th | 8/27/2021 |
| August 16, 2021 | August 8th through August 14th | 8/27/2021 |
| August 23, 2021 | August 15th through August 21st | 9/15/2021 |
| August 30, 2021 | August 22nd through August 28th | 9/15/2021 |
| September 6, 2021 | August 29th through September 4th | 9/30/2021 |
| September 13, 2021 | September 5th through September 11th | 9/30/2021 |
| September 20, 2021 | September 12th through September 18th (3 wks) | 10/15/2021 |
| September 27, 2021 | September 19th through September 25th (3 wks) | 10/15/2021 |
| October 4, 2021 | September 26th through October 2nd (3 wks) | 10/15/2021 |
| October 11, 2021 | October 3rd through October 9th | 10/29/2021 |
| October 18, 2021 | October 10th through October 16th | 10/29/2021 |
| October 25, 2021 | October 17th through October 23rd | 11/15/2021 |
| November 1, 2021 | October 24th through October 30th | 11/15/2021 |
| November 8, 2021 | October 31st through November 6th | 11/30/2021 |
| November 15, 2021 | November 7 through November 13th | 11/30/2021 |
| November 22, 2021 | November 14th through November 20th | 12/15/2021 |
| November 29, 2021 | November 21st through November 27th | 12/15/2021 |
| December 6, 2021 | November 28th through December 4th (3 wks) | 12/30/2021 |
| December 13, 2021 | December 5th through December 11th (3 wks) | 12/30/2021 |
| December 20, 2021 | December 12th through December 18th (3 wks) | 12/30/2021 |
| December 27, 2021 | December 19th through December 25th | 1/14/2022 |
| January 3, 2022 | December 26th through January 1st | 1/14/2022 |
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NOTE: New employees may not receive their first check until they have worked a complete pay cycle (approximately 10 days).

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| | List Will Be Continued at a Later Date.... | |
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