



2021 Payroll Schedule

Dates Worked

Timesheets Due By

Pay Day

January 1 st – 15 th	Saturday, January 16 th	Saturday, January 23 rd
January 16 th – 31 st	Monday, February 1 st	Monday, February 8 th
February 1 st – 15 th	Tuesday, February 16 th	Tuesday, February 23 rd
February 16 th – 28 th	Monday, March 1 st	Monday, March 8 th
March 1 st – 15 th	Tuesday, March 16 th	Tuesday, March 23 rd
March 16 th – 31 st	Thursday, April 1 st	Thursday, April 8 th
April 1 st – 15 th	Friday, April 16 th	Friday, April 23 rd
April 16 th – 30 th	Saturday, May 1 st	Saturday, May 8 th
May 1 st – 15 th	Sunday, May 16 th	Sunday, May 23 rd
May 16 th – 31 st	Tuesday, June 1 st	Tuesday, June 8 th
June 1 st – 15 th	Wednesday, June 16 th	Wednesday, June 23 rd
June 16 th – 30 th	Thursday, July 1 st	Thursday, July 8 th
July 1 st – 15 th	Friday, July 16 th	Friday, July 23 rd
July 16 th – 31 st	Sunday, August 1 st	Sunday, August 8 th
August 1 st – 15 th	Monday, August 16 th	Monday, August 23 rd
August 16 th – 31 st	Wednesday, September 1 st	Wednesday, September 8 th
September 1 st – 15 th	Thursday, September 16 th	Thursday, September 23 rd
September 16 th – 30 th	Friday, October 1 st	Friday, October 8 th
October 1 st – 15 th	Saturday, October 16 th	Saturday, October 23 rd
October 16 th – 31 st	Monday, November 1 st	Monday, November 8 th
November 1 st – 15 th	Tuesday, November 16 th	Tuesday, November 23 rd
November 16 th – 30 th	Wednesday, December 1 st	Wednesday, December 8 th
December 1 st – 15 th	Thursday, December 16 th	Thursday, December 23 rd
December 16 th – 31 st	Saturday, January 1 st	Saturday, January 8 th

Time sheets are due by 12 pm on the 1st and 16th of each month regardless of weekends or holidays. Your timesheets must accurately reflect the times you work and all required data must be complete in order for your timesheet to be accepted. Time sheets must be approved, and Signed by the Members Responsible Person to be accepted.
Late time sheets will be subject to a processing fee.

Due to HIPAA regulations, we are unable to accept time sheets submitted via mobile phone photos or applications.

It is imperative that you remain aware of the number of hours that you are permitted to work with your assigned client (s) and do not exceed authorizations.