

TO: CONCORDIA EMPLOYEES

FROM: HUMAN RESOURCES DEPARTMENT

2021 ONLINE PAY SCHEDULE

The following is a list of dates on which **ONLINE TIME SHEETS** are due. Please note all online time sheets are due at Noon for Employees and Approvers.

If they are not turned into the payroll office on the designated date – READY FOR PAYMENT – payment on that payday is not assured.

<i>Payroll #</i>	<u>Hours Per</u>	<u>DAYS COVERED</u>	<u>PAY DATE</u>	<u>EMPLOYEE DUE</u>	<u>APPROVER DUE</u>
24	88	12-01 thru 12-15	12-30-20	12-17-20	12-20-20
1	96	12-16 thru 12-31	01-15-21	01-06-21	01-08-21
2	88	01-01 thru 01-15	01-29-21	01-20-21	01-22-21
3	80	01-16 thru 01-31	02-12-21	02-03-21	02-05-21
4	88	02-01 thru 02-15	02-26-21	02-17-21	02-19-21
5	72	02-16 thru 02-28	03-15-21	03-03-21	03-05-21
6	88	03-01 thru 03-15	03-31-21	03-18-21	03-23-21
7	96	03-16 thru 03-31	04-15-21	04-05-21	04-07-21
8	88	04-01 thru 04-15	04-30-21	04-20-21	04-22-21
9	88	04-16 thru 04-30	05-14-21	05-05-21	05-07-21
10	80	05-01 thru 05-15	05-28-21	05-19-21	05-21-21
11	88	05-16 thru 05-31	06-15-21	06-03-21	06-07-21
12	88	06-01 thru 06-15	06-30-21	06-18-21	06-22-21
13	88	06-16 thru 06-30	07-15-21	07-06-21	07-08-21
14	88	07-01 thru 07-15	07-30-21	07-20-21	07-22-21
15	88	07-16 thru 07-31	08-13-21	08-04-21	08-06-21
16	80	08-01 thru 08-15	08-31-21	08-18-21	08-20-21
17	96	08-16 thru 08-31	09-15-21	09-03-21	09-07-21
18	88	09-01 thru 09-15	09-30-21	09-20-21	09-22-21
19	88	09-16 thru 09-30	10-15-21	10-05-21	10-07-21
20	88	10-01 thru 10-15	10-29-21	10-20-21	10-22-21
21	80	10-16 thru 10-31	11-15-21	11-03-21	11-05-21
22	88	11-01 thru 11-15	11-30-21	11-17-21	11-19-21
23	88	11-16 thru 11-30	12-15-21	12-03-21	12-07-21
24	88	12-01 thru 12-15	12-31-21	12-17-21	12-20-21