








December 2020 - January 2021 Payroll Schedule

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4	5
December	6	7	8	9	10  	11 Time Sheets Due	12
	13	14	15	16	17	18 	19
	20	21	22	23	24  	25	26
	27	28	29	30	31	1	2
January	3	4	5	6	7	8  	9
	10	11	12	13	14	15	16 Time Sheets Due

Time Sheets Due on Dec 11th:

- ✓ Dec 1st – Dec 15th
- ✓ Dec 16th – Dec 31st

 Traditional Pay Date

 Actual Pay Date

- ✓ For days worked from Dec 1st – Dec 15th
 - ✓ Staff will be **paid on Dec 18th** instead of Dec 24th
 - ✓ **1 week** between pay dates
- ✓ For days worked from Dec 16th – Dec 31st
 - ✓ Staff will be **paid on Jan 8th**
 - ✓ **3 weeks** between pay dates

Dec 21st – Jan 1st are CISNC designated holidays. Time entered should reflect holiday designation.