

**TIME SHEETS ARE DUE BEFORE 3PM ON FRIDAY OR BEFORE 3PM ON THE THURSDAY  
WHEN A HOLIDAY FALLS ON THE MONDAY**

**HOURLY EMPLOYEES**

<b><u>DUE DATE FOR WEEKLY SUBMISSION OF HOURLY TIMESHEET</u></b>	<b><u>PAY DATES</u></b>
OCTOBER 23, 2020	NOVEMBER 11, 2020
OCTOBER 30, 2020	NOVEMBER 25, 2020
NOVEMBER 06, 2020	NOVEMBER 25, 2020
NOVEMBER 13, 2020	DECEMBER 9, 2020
NOVEMBER 20, 2020	DECEMBER 9, 2020
NOVEMBER 27, 2020	DECEMBER 23, 2020
DECEMBER 04, 2020	DECEMBER 23, 2020
DECEMBER 11, 2020	JANUARY 6, 2021
DECEMBER 18, 2020	JANUARY 6, 2021
DECEMBER 24, 2020	JANUARY 20, 2021
DECEMBER 31, 2020	JANUARY 20, 2021
JANUARY 08, 2021	FEBRUARY 3, 2021
JANUARY 15, 2021	FEBRUARY 3, 2021
JANUARY 22, 2021	FEBRUARY 17, 2021
JANUARY 29, 2021	FEBRUARY 17, 2021
FEBRUARY 5, 2021	MARCH 03, 2021
FEBRUARY 12, 2021	MARCH 03, 2021
FEBRUARY 19, 2021	MARCH 17, 2021
FEBRUARY 26, 2021	MARCH 17, 2021

**\* Please note that the due dates indicate every Friday to submit time sheets and pay dates indicate when you will receive a paycheck.**