

Employee Time Sheet/Leave Sheet Schedule

| Pay # | Pay Period | | Employee Submittal Deadline by 11:59 PM | Supervisor Approval Deadline/ Paper Leave Request Due to HR 12 Noon | | Pay Day |
|------------|------------------------------|----|--|---|------------------------------|-------------------------------|
| | | | | | | |
| SM- 12 -21 | Wednesday, June 16, 2021 | to | Wednesday, June 30, 2021 | Thursday, July 1, 2021 | Friday, July 2, 2021 | Thursday, July 15, 2021 |
| SM- 13 -21 | Thursday, July 1, 2021 | to | Thursday, July 15, 2021 | Friday, July 16, 2021 | Monday, July 19, 2021 | Friday, July 30, 2021 |
| SM- 14 -21 | Friday, July 16, 2021 | to | Saturday, July 31, 2021 | Monday, August 2, 2021 | Tuesday, August 3, 2021 | Friday, August 13, 2021 |
| SM- 15 -21 | Sunday, August 1, 2021 | to | Sunday, August 15, 2021 | Monday, August 16, 2021 | Tuesday, August 17, 2021 | Tuesday, August 31, 2021 |
| SM- 16 -21 | Monday, August 16, 2021 | to | Tuesday, August 31, 2021 | Wednesday, September 1, 2021 | Thursday, September 2, 2021 | Wednesday, September 15, 2021 |
| SM- 17 -21 | Wednesday, September 1, 2021 | to | Wednesday, September 15, 2021 | Thursday, September 16, 2021 | Friday, September 17, 2021 | Thursday, September 30, 2021 |
| SM- 18 -21 | Thursday, September 16, 2021 | to | Thursday, September 30, 2021 | Friday, October 1, 2021 | Monday, October 4, 2021 | Friday, October 15, 2021 |
| SM- 19 -21 | Friday, October 1, 2021 | to | Friday, October 15, 2021 | Monday, October 18, 2021 | Tuesday, October 19, 2021 | Friday, October 29, 2021 |
| SM- 20 -21 | Saturday, October 16, 2021 | to | Sunday, October 31, 2021 | Monday, November 1, 2021 | Tuesday, November 2, 2021 | Monday, November 15, 2021 |
| SM- 21 -21 | Monday, November 1, 2021 | to | Monday, November 15, 2021 | Tuesday, November 16, 2021 | Wednesday, November 17, 2021 | Tuesday, November 30, 2021 |
| SM- 22 -21 | Tuesday, November 16, 2021 | to | Tuesday, November 30, 2021 | Wednesday, December 1, 2021 | Thursday, December 2, 2021 | Wednesday, December 15, 2021 |
| SM- 23 -21 | Wednesday, December 1, 2021 | to | Wednesday, December 15, 2021 | Thursday, December 16, 2021 | Friday, December 17, 2021 | Thursday, December 30, 2021 |
| SM- 24 -21 | Thursday, December 16, 2021 | to | Friday, December 31, 2021 | Monday, January 3, 2022 | Tuesday, January 4, 2022 | Friday, January 14, 2022 |
| SM- 1 -22 | Saturday, January 1, 2022 | to | Saturday, January 15, 2022 | Monday, January 17, 2022 | Tuesday, January 18, 2022 | Monday, January 31, 2022 |
| SM- 2 -22 | Sunday, January 16, 2022 | to | Monday, January 31, 2022 | Tuesday, February 1, 2022 | Wednesday, February 2, 2022 | Tuesday, February 15, 2022 |
| SM- 3 -22 | Tuesday, February 1, 2022 | to | Tuesday, February 15, 2022 | Wednesday, February 16, 2022 | Thursday, February 17, 2022 | Monday, February 28, 2022 |
| SM- 4 -22 | Wednesday, February 16, 2022 | to | Monday, February 28, 2022 | Tuesday, March 1, 2022 | Wednesday, March 2, 2022 | Tuesday, March 15, 2022 |
| SM- 5 -22 | Tuesday, March 1, 2022 | to | Tuesday, March 15, 2022 | Wednesday, March 16, 2022 | Thursday, March 17, 2022 | Thursday, March 31, 2022 |
| SM- 6 -22 | Wednesday, March 16, 2022 | to | Thursday, March 31, 2022 | Friday, April 1, 2022 | Monday, April 4, 2022 | Friday, April 15, 2022 |
| SM- 7 -22 | Friday, April 1, 2022 | to | Friday, April 15, 2022 | Monday, April 18, 2022 | Tuesday, April 19, 2022 | Friday, April 29, 2022 |
| SM- 8 -22 | Saturday, April 16, 2022 | to | Saturday, April 30, 2022 | Monday, May 2, 2022 | Tuesday, May 3, 2022 | Friday, May 13, 2022 |
| SM- 9 -22 | Sunday, May 1, 2022 | to | Sunday, May 15, 2022 | Monday, May 16, 2022 | Tuesday, May 17, 2022 | Tuesday, May 31, 2022 |
| SM- 10 -22 | Monday, May 16, 2022 | to | Tuesday, May 31, 2022 | Wednesday, June 1, 2022 | Thursday, June 2, 2022 | Wednesday, June 15, 2022 |
| SM- 11 -22 | Wednesday, June 1, 2022 | to | Wednesday, June 15, 2022 | Thursday, June 16, 2022 | Friday, June 17, 2022 | Thursday, June 30, 2022 |
| SM- 12 -22 | Thursday, June 16, 2022 | to | Thursday, June 30, 2022 | Friday, July 1, 2022 | Tuesday, July 5, 2022 | Friday, July 15, 2022 |

New time sheet accessible online at midnight after the supervisor's approval deadline of the prior pay period