

2021-2022 WEEKLY TimeClock Timesheet & Leave Card Schedule

Submit Digital Timesheets - EVERY Friday Afterwork or before Approval Dates

Leave Cards are Due Monday at CO by 10am

APPROVAL DATES	DATES TO INCLUDE	Pay Check Date
December 27, 2021	December 19th through December 25th	1/14/2022
January 3, 2022	December 26th through January 1st	1/14/2022
January 10, 2022	January 2nd through January 8th	1/28/2022
January 17, 2022	January 9th through January 15th	1/28/2022
January 24, 2022	January 16th through January 22nd	2/11/2022
January 31, 2022	January 23rd through January 29th	2/11/2022
February 7, 2022	January 30th through February 5th	2/28/2022
February 14, 2022	February 6th through February 12th	2/28/2022
February 21, 2022	February 13th through February 19th	3/15/2022
February 28, 2022	February 20th through February 26th	3/15/2022
March 7, 2022	February 27th through March 5th (3 wks)	3/30/2022
March 14, 2022	March 6th through March 12th (3 wks)	3/30/2022
March 21, 2022	March 13th through March 19th (3 wks)	3/30/2022
March 28, 2022	March 20th through March 26th	4/15/2022
April 4, 2022	March 27th through April 2nd	4/15/2022
April 11, 2022	April 3rd through April 9th	4/29/2022
April 18, 2022	April 10th through April 16th	4/29/2022
April 25, 2022	April 17th through April 23rd	5/13/2022
May 2, 2022	April 24th through April 30th	5/13/2022
May 9, 2022	May 1st through May 7th	5/30/2022
May 16, 2022	May 8th through May 14th	5/30/2022
May 23, 2022	May 15th through May 21st (3wks)	6/15/2022
May 30, 2022	May 22nd through May 28th (3 wks)	6/15/2022
June 6, 2022	May 29th through June 4th (3 wks)	6/15/2022
June 13, 2022	June 5th through June 11th	6/30/2022
June 20, 2022	June 12th through June 18th	6/30/2022
June 27, 2022	June 19th through June 25th	6/30/2022
June 30 / July 4, 2022	June 26th through June 30th // July 1-2	6/30/2022

NOTE: New employees may not receive their first check until all paperwork is complete and received by payroll; and they have worked a complete pay cycle (approximately 10 days).