

**2021 WORKDAY PAYROLL SCHEDULE FOR STUDENT WORKERS, Temporary
Hourly, INTERMITTENT CLASSIFIED, SPECIAL PAY Letter of
Appointment Hourly**

WORKDAY			
Pay Period Covered	Employee to Submit time to Supervisor no later than	Supervisor to approve no later than	Payday
06/16/21 – 06/30/21	1st	July 02,2021	07/09/21
07/01/21 – 07/15/21	16th	July 19, 2021	07/23/21
07/16/21 – 07/31/21	1st	Aug 03, 2021	08/10/21
08/01/21 – 08/15/21	16th	Aug 18, 2021	08/25/21
08/16/21 – 08/31/21	1st	Sept 03, 2021	09/10/21
09/01/21 – 09/15/21	16th	Sept 17,2021	09/24/21
09/16/21 – 09/30/21	1st	Oct 04, 2021	10/08/21
10/01/21 – 10/15/21	16th	Oct 18, 2021	10/25/21
10/16/21 – 10/31/21	1st	Nov 03, 2021	11/10/21
11/01/21 – 11/15/21	16th	Nov 17, 2021	11/24/21
11/16/21 – 11/30/21	1st	Dec 03, 2021	12/10/21
12/01/21 – 12/15/21	16th	Dec 17, 2021	12/23/21

Due to weekends & holidays, the deadline for Supervisor approval can be one day before payroll processing. Please verify that all work tags are in place and there are no errors on your time block entries. Be mindful of all red error flags that come up upon submission and approval. One error flag prevents payment of entire pay period for the employee.