

2021 PAYROLL TIME SHEET SCHEDULE

WJC EMPLOYEES

BI-WEEKLY

MONTHLY

Payroll Changes DUE to Human Resource	Employee & Supervisor Verify Time By 3:00 P.M.**	DIRECT DEPOSITED	Payroll Changes DUE to Human Resource	HR to Payroll NOON **	DIRECT DEPOSITED
DEC 21	Dec 28	** Dec 31 2020			
JAN 06	JAN 11	-- JAN 15 2021			
JAN 21	Jan 25	-- JAN 29 2021	JAN 18	JAN 25	-- JAN 29, 2021
FEB 04	FEB 08	-- FEB 12 2021			
FEB 18	FEB 22	-- FEB 26, 2021	FEB 15	FEB 22	-- FEB 26, 2021
MAR 04	MAR 08	-- MAR 12 2021			
MAR 18	MAR 22	-- MAR 26 2021	MAR 19	MAR 24	-- MAR 31, 2021
APR 01	APR 06	** APR 09, 2021			
APR 19	APR 19	-- APR 23 2021	APR 19	APR 23	-- APR 30, 2021
APR 29	MAY 03	-- MAY 07, 2021			
MAY 13	May 17	-- May 21, 2021	MAY 18	MAY 21	** MAY 28, 2021
MAY 27	JUN 01	** JUN 04, 2021			
JUN 11	JUN 14	-- JUN 18, 2021	JUN 18	JUN 23	-- JUN 30, 2021

PLEASE update your Time Force hours with missed punches and leave time. Then you and your supervisor verify the hours by checking the appropriate boxes in Time Force for payroll processing.

**** Short turn-around Holiday/Bank Holiday week**