



P.O. Box 976 Brainerd, MN 56401  
 Phone: 218-820-1326, Fax: 801-925-0345

## 2021 Payroll Schedule

- Timesheets/Charting forms are due each week. **Please chart at the end of every workday.**
- Workweeks are from Saturday to Friday.
- Timesheets are to be mailed in at the completion of each workweek **and may not be postmarked any later than Friday.**
- Please mail in white and yellow copies of timesheets; **pink copies are yours to keep for your records.**
- **All timesheets** must be signed by the client or responsible party and the employee in order to be considered for processing.
- Duties completed must be initialed. **Please do not use x's or check marks.**
- Please **do not** use any arrows on your timesheets.
- **Days not worked** should have a line drawn through them by the client/RP.
- Timesheets should include employee and client numbers in order to be considered complete. If you do not receive the numbers within two weeks, please call us.

**Late timesheets** (those not postmarked by Friday at the end of the workweek in question) **will not be paid until they can be processed. This will result in delayed payment of hours.**

From	To	Pay Date
12/12/2020	12/25/2020	1/11/2021
12/26/2020	1/8/2021	1/25/2021
1/9/2021	1/22/2021	2/8/2021
1/23/2021	2/5/2021	2/22/2021
2/6/2021	2/19/2021	3/8/2021
2/20/2021	3/5/2021	3/22/2021
3/6/2021	3/19/2021	4/5/2021
3/20/2021	4/2/2021	4/19/2021
4/3/2021	4/16/2021	5/3/2021
4/17/2021	4/30/2021	5/17/2021
5/1/2021	5/14/2021	<b>6/1/2021</b>
5/15/2021	5/28/2021	6/14/2021
5/29/2021	6/11/2021	6/28/2021
6/12/2021	6/25/2021	7/12/2021
6/26/2021	7/9/2021	7/26/2021
7/10/2021	7/23/2021	8/9/2021
7/24/2021	8/6/2021	8/23/2021
8/7/2021	8/20/2021	<b>9/7/2021</b>
8/21/2021	9/3/2021	9/20/2021
9/4/2021	9/17/2021	10/4/2021
9/18/2021	10/1/2021	10/18/2021
10/2/2021	10/15/2021	11/1/2021
10/16/2021	10/29/2021	11/15/2021
10/30/2021	11/12/2021	11/29/2021
11/13/2021	11/26/2021	12/13/2021
11/27/2021	12/10/2021	12/27/2021
12/11/2021	12/24/2021	1/10/2022
12/25/2021	1/7/2022	1/24/2022

**Dates in bold represent pay dates delayed 1 day due to Federal holiday.**

Please use this as a guide to determine when your first paycheck will be.

Please note, we do not hold back any wages from start of employment.

Your starting wage is \$ \_\_\_\_\_ and the date of your first check will be \_\_\_\_\_.