



## 2021 Paycheck Schedule and Timesheet/Overtime/DSC Cut Off Dates

Check Date	Pay Period/ Entry Dates for DSC	Payroll Cut off Date- Timesheets/ DSC	Approval DSC Cut off	Comments
01/15/2021	12/20 - 01/02			*1st pay of New Calendar Year / No employee share of pension until \$6000.00 gross
01/29/2021	01/03 - 01/16	01/18	01/19	
02/12/2021	01/17 - 01/30	02/01	02/02	
02/26/2021	01/31 - 02/13	02/15	02/16	
03/12/2021	02/14 - 02/27	03/01	03/02	
03/26/2021	02/28 - 03/13	03/15	03/16	
04/09/2021	03/14 - 03/27	03/29	03/30	
04/23/2021	03/28 - 04/10	04/12	04/13	
05/07/2021	04/11 - 04/24	04/26	04/27	
05/21/2021	04/25 - 05/08	05/10	05/11	
06/04/2021	05/09 - 05/22	05/24	05/25	
06/18/2021	05/23 - 06/05	06/07	06/08	
07/02/2021	06/06 - 06/19	06/21	06/22	*Last pay for 22 pay
07/16/2021	06/20 - 07/03	07/05	07/06	*summer pay-26
07/30/2021	07/04 - 07/17	07/19	07/20	* summer pay -26 pay/3rs pay no benefit deduction
08/13/2021	07/18 - 07/31	08/02	08/03	*summer pay-26
08/27/2021	08/01 - 08/14	08/16	08/17	* summer pay -26 pay
09/10/2021	08/15 - 08/28	08/30	08/31	First pay of new school year for 26 and 22 pays
09/24/2021	08/29 - 09/11	09/13	09/14	
10/08/2021	09/12 - 09/25	09/27	09/28	
10/22/2021	09/26 - 10/09	10/11	10/12	
11/05/2021	10/10 - 10/23	10/25	10/26	
11/19/2021	10/24 - 11/06	11/08	11/09	
12/03/2021	11/07 - 11/20	11/22	11/23	
12/17/2021	11/21 - 12/04	12/07	12/08	*
12/30/2021	12/05 - 12/18	12/20	12/21	Thursday pay day/Last pay of calendar year-YTD for W-2s
01/14/2022	12/20 - 01/01	01/03	01/04	*1st pay of New Calendar Year / No employee share of pension until \$6000.00 gross

**\*Cut off dates for holidays/shortened pay may be subject to change**

**Please note: Overtime, Timesheets and/or Time entered and/or approved in DSC after the payroll cut off date will be paid in the next available pay cycle.**