

PROFESSIONAL	PART TIME	TIME SHEET SCHEDULE			2021-2022	SCHOOL YEAR
(Time Sheets due in Payroll Office [E-507] Thursday @ 10:00 am)						
*Due Wednesdays by 3:00pm		** Pay day other than Friday			###Due early, college closed following week	
*** 9/1 is the start of NEW FISCAL Year - UPDATE Recommendations						
From	To		DUE	PAY DATE	On Time Sheet	
THURSDAY	WEDNESDAY		DATE		Starting September 01	
8/12/2021	8/25/2021	***	8/26/2021	9/3/2021		
8/26/2021	9/8/2021		9/9/2021	9/17/2021	[1] Beginning of Period Starts at Zero	
9/9/2021	9/22/2021		9/23/2021	10/1/2021		
9/23/2021	10/6/2021		10/7/2021	10/15/2021	[2] Worked this Period should include ALL hours (including personal hours)	
10/7/2021	10/20/2021		10/21/2021	10/29/2021		
10/21/2021	11/3/2021		11/4/2021	11/12/2021	[3] End of Period Total from Beginning & Worked	
11/4/2021	11/17/2021	** and *	11/17/2021	11/24/2021		
11/18/2021	12/1/2021		12/2/2021	12/10/2021	[4] This total is carried over to the next time sheet beginning	
12/2/2021	12/15/2021	*	12/15/2021	12/24/2021		
12/16/2021	12/29/2021	#####	12/23/2021	1/7/2022		
12/30/2021	1/12/2022		1/13/2022	1/21/2022	For every 80 hours worked add 4 personal hours only at	
1/13/2022	1/26/2022		1/27/2022	2/4/2022	80	hours
1/27/2022	2/9/2022		2/10/2022	2/18/2022	160	hours
2/10/2022	2/23/2022		2/24/2022	3/4/2022	240	hours
2/24/2022	3/9/2022		3/10/2022	3/18/2022	320	hours
3/10/2022	3/23/2022		3/24/2022	4/1/2022	400	hours
3/24/2022	4/6/2022		4/7/2022	4/15/2022	480	hours
4/7/2022	4/20/2022		4/21/2022	4/29/2022	560	hours
4/21/2022	5/4/2022		5/5/2022	5/13/2022	640	hours
5/5/2022	5/18/2022		5/19/2022	5/27/2022	720	hours
5/19/2022	6/1/2022		6/2/2022	6/10/2022	800	hours
6/2/2022	6/15/2022		6/16/2022	6/24/2022	880	hours
6/16/2022	6/29/2022		6/30/2022	7/8/2022	960	hours
6/30/2022	7/13/2022		7/14/2022	7/22/2022		
7/14/2022	7/27/2022		7/28/2022	8/5/2022		
7/28/2022	8/10/2022		8/11/2022	8/19/2022		
8/11/2022	8/24/2022	***	8/25/2022	9/2/2022		