# 2021 Bi-Weekly Pay Schedule

For Temporary Employees

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<tr>
<th>Pay Period Number</th>
<th>Begins on Saturday</th>
<th>Ends on Friday</th>
<th>Pay Day</th>
<th>Employees Deadline to Submit Timesheet to Supervisor</th>
<th>Supervisors Deadline to Submit Timesheet to Payroll by 12:00 Noon</th>
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</table>

Packets that require additional attention (e.g. missing information or incomplete attachments) risk not making the payroll deadline. If documents are returned or additional information is needed then the packet is not complete and will be processed by the next payroll deadline. Time sheets must be completed, have beacon id and name and be signed by you and your supervisor to be processed for payment.