

# 2021 Pay Periods & Pay Dates Payroll B

FOR ALL TIMESHEETS : The deadline to submit timesheets for payment is **NO LATER** than Mondays before 4:00 PM

From Sunday	To Saturday	DUE @ CLC BY 4:00 PM	Pay Date by Direct Deposit	<b>NOTICE</b>
12/20/2020	12/26/2020	12/28/2020	1/8/2021	
12/27/2020	1/2/2021	1/4/2021		
1/3/2021	1/9/2021	1/11/2021	1/22/2021	
1/10/2021	1/16/2021	1/18/2021		
1/17/2021	1/23/2021	1/25/2021	2/5/2021	
1/24/2021	1/30/2021	2/1/2021		
1/31/2021	2/6/2021	2/8/2021	2/19/2021	
2/7/2021	2/13/2021	2/15/2021		
2/14/2021	2/20/2021	2/22/2021	3/5/2021	
2/21/2021	2/27/2021	3/1/2021		
2/28/2021	3/6/2021	3/8/2021	3/19/2021	
3/7/2021	3/13/2021	3/15/2021		
3/14/2021	3/20/2021	3/22/2021	4/2/2021	
3/21/2021	3/27/2021	3/29/2021		
3/28/2021	4/3/2021	4/5/2021	4/16/2021	
4/4/2021	4/10/2021	4/12/2021		
4/11/2021	4/17/2021	4/19/2021	4/30/2021	
4/18/2021	4/24/2021	4/26/2021		
4/25/2021	5/1/2021	5/3/2021	5/14/2021	<p>✓ <b>CHECK YOUR TIMESHEET BEFORE SENDING....</b></p> <p>✓ Are dates correct?</p> <p>✓ Are times in/out recorded?</p> <p>✓ Have 'wet' signatures been obtained?</p> <p>✓ Have you exceeded the authorized service hours?</p> <p>✓ Are the timesheets legible and complete?</p> <p>❖ When you complete the weekly timesheet, that timesheet is due no later than the timesheet deadline to allow sufficient time to process the payroll for direct deposit. No exceptions.</p>
5/2/2021	5/8/2021	5/10/2021		
5/9/2021	5/15/2021	5/17/2021	5/28/2021	
5/16/2021	5/22/2021	5/24/2021		
5/23/2021	5/29/2021	5/31/2021	6/11/2021	
5/30/2021	6/5/2021	6/7/2021		
6/6/2021	6/12/2021	6/14/2021	6/25/2021	
6/13/2021	6/19/2021	6/21/2021		
6/20/2021	6/26/2021	6/28/2021	7/9/2021	
6/27/2021	7/3/2021	7/5/2021		
7/4/2021	7/10/2021	7/12/2021	7/23/2021	
7/11/2021	7/17/2021	7/19/2021		
7/18/2021	7/24/2021	7/26/2021	8/6/2021	
7/25/2021	7/31/2021	8/2/2021		
8/1/2021	8/7/2021	8/9/2021	8/20/2021	<p>*Incomplete or illegible timesheets will not be processed.*</p>
8/8/2021	8/14/2021	8/16/2021		
8/15/2021	8/21/2021	8/23/2021	9/3/2021	
8/22/2021	8/28/2021	8/30/2021		
8/29/2021	9/4/2021	9/6/2021	9/17/2021	<p>All timesheets are to be submitted either by email, fax or mail.</p>
9/5/2021	9/11/2021	9/13/2021		
9/12/2021	9/18/2021	9/20/2021	10/1/2021	
9/19/2021	9/25/2021	9/27/2021		
9/26/2021	10/2/2021	10/4/2021	10/15/2021	<p>❖ Email address: pr.respite@charleslea.org</p>
10/3/2021	10/9/2021	10/11/2021		
10/10/2021	10/16/2021	10/18/2021	10/29/2021	<p>❖ Fax number: 864-562-2118</p>
10/17/2021	10/23/2021	10/25/2021		
10/24/2021	10/30/2021	11/1/2021	11/12/2021	<p>❖ Mailing address: Attn: Respite Payroll 195 Burdette Street Spartanburg, SC 29307</p>
10/31/2021	11/6/2021	11/8/2021		
11/7/2021	11/13/2021	11/15/2021	11/26/2021	
11/14/2021	11/20/2021	11/22/2021		
11/21/2021	11/27/2021	11/29/2021	12/10/2021	<p>❖ All timesheets submitted are assumed to be correct since they are reviewed and signed by caregiver and employer.</p>
11/28/2021	12/4/2021	12/6/2021		
12/5/2021	12/11/2021	12/13/2021	12/24/2021	
12/12/2021	12/18/2021	12/20/2021		
12/19/2021	12/25/2021	12/27/2021	1/7/2022	<p>** = Due to Federal Bank Holidays, pay dates have been modified</p>
12/26/2021	1/1/2022	1/3/2022		