

Northern California Conference of SDA 2021 Payroll Schedule for Hourly Employees

<u>Payroll Period</u> Report all hours worked	<u>Days</u> in Pay Period	<u>Time Sheet Turn-in Dates</u> Payroll to be faxed or e-mailed by the close of the business day	<u>Pay Dates</u> The day direct deposits go into your bank account. Checks will be mailed the day before.
*DECEMBER 16-31	11	JANUARY 1 FRI	JANUARY 8 FRI
*JANUARY 1-15	10	JANUARY 18 MON	JANUARY 26 TUE
JANUARY 16-31	9	FEBRUARY 1 MON	FEBRUARY 10 WED
FEBRUARY 1-15	10	FEBRUARY 16 TUE	FEBRUARY 26 FRI
FEBRUARY 16-28	9	MARCH 1 MON	MARCH 10 WED
MARCH 1-15	11	MARCH 16 TUE	MARCH 26 FRI
*MARCH 16-31	12	APRIL 1 THU	APRIL 9 FRI
*APRIL 1-15	11	APRIL 16 FRI	APRIL 26 MON
*APRIL 16-30	11	MAY 3 MON	MAY 10 MON
MAY 1-15	10	MAY 17 MON	MAY 26 WED
MAY 16-31	10	JUNE 1 TUE	JUNE 10 THU
JUNE 1-15	11	JUNE 16 WED	JUNE 25 FRI
*JUNE 16-30	11	JULY 1 THU	JULY 9 FRI
*JULY 1-15	10	JULY 16 FRI	JULY 26 MON
*JULY 16-31	11	AUGUST 2 MON	AUGUST 10 TUE
AUGUST 1-15	10	AUGUST 16 MON	AUGUST 26 THU
*AUGUST 16-31	12	SEPTEMBER 1 WED	SEPTEMBER 10 FRI
*SEPTEMBER 1-15	10	SEPTEMBER 16 THU	SEPTEMBER 24 FRI
*SEPTEMBER 16-30	11	OCTOBER 1 FRI	OCTOBER 8 FRI
*OCTOBER 1-15	11	OCTOBER 18 MON	OCTOBER 26 TUE
OCTOBER 16-31	10	NOVEMBER 1 MON	NOVEMBER 10 WED
NOVEMBER 1-15	11	NOVEMBER 16 TUE	NOVEMBER 26 FRI
NOVEMBER 16-30	10	DECEMBER 1 WED	DECEMBER 10 FRI
*DECEMBER 1-15	11	DECEMBER 16 THU	DECEMBER 24 FRI

*** Due to time constraints, if you can send in time sheets earlier, during these payrolls, it would be greatly appreciated.**

Late timesheets may not be processed on the current payroll and will have to be processed on the following payroll.

**All new employee paperwork/changes must be sent to Human Resources
BEFORE processing!**

2021 NCC Office Holidays

New Years Day - Jan 1 (office day off Dec 31, 2020)	Independence Day - July 4 (office day off Jul 5)
Martin Luther King, Jr. Day - Jan. 18	Labor Day - Sept. 6
Presidents' Day - Feb. 15	Thanksgiving - Nov. 25
Memorial Day - May 31	Christmas - Dec. 25 (office day off Dec 27)

**Holiday of Jan 1, 2022, office day off will be Jan 3, 2022*

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