

Payroll Schedule of Pay Periods, Due Dates, Paydates (1/2021 -12/2021)

If you have questions, please contact TES Payroll Department at (323) 344-5553 or ext. 1020.

	January-21	February-21	March-21	April-21
1st Pay Period	1/1 - 1/15	2/1 - 2/15	3/1 - 3/15	4/1 - 4/15
Due to Supervisor	Fri **01/15	Tue 02/16	Tue 03/16	Fri 04/16
Pay Day	Tue 01/26	Fri 02/26	Fri 03/26	Mon 04/26
	Due by end of business day			
2nd Pay Period	1/16 - 1/31	2/16 - 2/28	3/16 - 3/31	4/16 - 4/30
Due to Supervisor	Mon 02/01	Mon 03/01	Thu 04/01	Fri **04/30
Pay Day	Wed 02/10	Wed 03/10	Fri 04/09	Mon 05/10
	Fri Mon	Mon	Wed	
Holidays	01/01 01/18	02/15	03/31/21 (CA only)	
				Due by end of business day

	May-21	June-21	July-21	August-21
1st Pay Period	5/1 - 5/15	6/1 - 6/15	7/1 - 7/15	8/1 - 8/15
Due to Supervisor	Mon 05/17	Wed 06/16	Fri 07/16	Mon 08/16
Pay Day	Wed 05/26	Fri 06/25	Mon 07/26	Thu 08/26
2nd Pay Period	5/16 - 5/31	6/16 - 6/30	7/16 - 7/31	8/16 - 8/31
Due to Supervisor	Tue 06/01	Wed **06/30	Fri **07/30	Tue **08/31
Pay Day	Thu 06/10	Fri 07/09	Tue 08/10	Fri 09/10
	Mon			
Holidays	05/31		07/05	
		Due by end of business day	Due by end of business day	Due by end of business day

	September-21	October-21	November-21	December-21
1st Pay Period	9/1 - 9/15	10/1 - 10/15	11/1 - 11/15	12/1 - 12/15
Due to Supervisor	Wed **09/15	Fri **10/15	Mon **11/15	Thu 12/16
Pay Day	Fri 09/24	Tue 10/26	Wed 11/24	Wed 12/22
	Due by end of business day			
2nd Pay Period	9/16 - 9/30	10/16 - 10/31	11/16 - 11/30	12/16 - 12/31
Due to Supervisor	Thu **09/30	Mon 11/01	Wed 12/01	Wed 12/22
Pay Day	Fri 10/08	Wed 11/10	Fri 12/10	Mon 1/10/2022
	Mon		Thu Thu Fri	Thu Fri Thu Fri
Holidays	09/06		11/11 11/25 11/26	12/23 12/24 12/30 12/31
	Due by end of business day			

Deadlines:

DUE TO HOLIDAYS and or WEEKENDS PAYROLL DUE DATES MARKED **WILL BE DUE BY END OF BUSINESS DAY.

Payroll MUST be in NO LATER than 3 o'clock on the due date listed above and will be pulled from CentralReach on the day it's due to payroll. Due time for payroll documents are subject to change due to weekends and holidays.

Please Note:

Due to the company closure, from Thursday 12/23/21 returning Monday 01/03/22 all payroll (timecards, expenses and any vacation time) for the period of 12/16/21 - 12/31/21 must be approved, finalized and submitted to payroll by end of closing business day on Wednesday 12/22/21 no later than Monday 01/03/22 by 10 am in order to meet the payroll deadline.

ALL SCHEDULED HOLIDAY DATES ARE SUBJECT TO CHANGE.