

## Timesheet approval cut-off calendar 2021

Timesheet Period ID	Period Start Date (Monday)	Period End Date (Sunday)	Suggested Employee Submission Date (Sunday - except where highlighted)	Manager Approval Cutoff (Wednesday - except where highlighted)	Anticipated Pay Day Paid (Thursday)
T20200110	28/12/20	10/1/21	10/1/21	13/1/21	21/1/21
T20210124	11/1/21	24/1/21	24/1/21	27/1/21	4/2/21
T20210207	25/1/21	7/2/21	7/2/21	10/2/21	18/2/21
T20210221	8/2/21	21/2/21	21/2/21	24/2/21	4/3/21
T20210307	22/2/21	7/3/21	7/3/21	10/3/21	18/3/21
T20210321	8/3/21	21/3/21	21/3/21	24/3/21	1/4/21
T20210404	22/3/21	4/4/21	4/4/21	7/4/21	15/4/21
T20210418	5/4/21	18/4/21	17/4/21	20/4/21	29/4/21
T20210502	19/4/21	2/5/21	2/5/21	5/5/21	13/5/21
T20210516	3/5/21	16/5/21	16/5/21	19/5/21	27/5/21
T20210531	17/5/21	30/5/21	30/5/21	2/6/21	10/6/21
T20210613	31/5/21	13/6/21	13/6/21	16/6/21	24/6/21
T20210627	14/6/21	27/6/21	27/6/21	30/6/21	8/7/21
T20210711	28/6/21	11/7/21	11/7/21	14/7/21	22/7/21
T20210725	12/7/21	25/7/21	25/7/21	28/7/21	5/8/21
T20210808	26/7/21	8/8/21	8/8/21	11/8/21	19/8/21
T20210822	9/8/21	22/8/21	22/8/21	25/8/21	2/9/21
T20210905	23/8/21	5/9/21	5/9/21	8/9/21	16/9/21
T20210919	6/9/21	19/9/21	19/9/21	22/9/21	30/9/21
T20211003	20/9/21	3/10/21	3/10/21	6/10/21	14/10/21
T20211017	4/10/21	17/10/21	17/10/21	20/10/21	28/10/21
T20211031	18/10/21	31/10/21	31/10/21	3/11/21	11/11/21
T20211114	1/11/21	14/11/21	14/11/21	17/11/21	25/11/21
T20211128	15/11/21	28/11/21	27/11/21	30/11/21	9/12/21
T20211112	29/11/21	12/12/21	9/12/21	10/12/21	23/12/21
T20211226	13/12/21	26/12/21	19/12/21	20/12/21	6/1/22
	27/12/21	9/1/22	9/1/22	12/1/22	20/1/22