

-----Westmont College-----Business Office Memo  
 TO: All Hourly Staff

## HOURLY STAFF PAY SCHEDULE 2020-2021

<u>Pay Period Dates</u>	<u>Timecard Due Date</u>	<u>Pay Date</u>
Aug 16 - Aug 29	(Mon) Aug 31 by <u>9am</u>	Sep 3
Aug 30 - Sep 12	(Mon) Sep 14 “	Sep 17
Sept 13 - Sep 26	(Mon) Sep 28 “	Oct 1
** <b><i>Sep 27 - Oct 10</i></b>	<b><i><u>(Tues) Oct 13 by 9am</u></i></b>	<b><i>Oct 15</i></b>
Oct 11 - Oct 24	(Mon) Oct 26 by “	Oct 29
Oct 25 - Nov 7	(Mon) Nov 9 “ “	Nov 12
** <b><i>Nov 8 - Nov 21</i></b>	<b><i><u>(Mon) Nov 23 by 9am</u></i></b>	<b><i>Nov 25</i></b>
Nov 22 - Dec 5	(Mon) Dec 7 by “	Dec 10
** <b><i>Dec 6 - Dec 19</i></b>	<b><i><u>(Mon) Dec 21 by 9am</u></i></b>	<b><i>Dec 23</i></b>
Dec 20 - Jan 2	(Mon) Jan 4 by “	Jan 7
** <b><i>Jan 3 - Jan 16</i></b>	<b><i><u>(Tues) Jan 19 by 9am</u></i></b>	<b><i>Jan 21</i></b>
Jan 17 - Jan 30	(Mon) Feb 1 by “	Feb 4
** <b><i>Jan 31 - Feb 13</i></b>	<b><i><u>(Tues) Feb 16 by 9am</u></i></b>	<b><i>Feb 18</i></b>
Feb 14 - Feb 27	(Mon) Mar 1 by “	Mar 4
Feb 28 - Mar 13	(Mon) Mar 15 “	Mar 18
Mar 14 - Mar 27	(Mon) Mar 29 “	Apr 1
Mar 28 - Apr 10	(Mon) Apr 12 “	Apr 15
Apr 11 - Apr 24	(Mon) Apr 26 “	Apr 29

**\*\* Please note: Timecard Due Date highlighted in bold has been modified to accommodate holidays and special days off schedules.**