



**Finance Department**

**Date: June 18, 2021**  
**To: Department Heads**  
**From: Debbie Cerrato**  
**CC: Katie Martin**  
**RE: Time Sheets**

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**Time sheets should be submitted by Monday (or Tuesday if Monday is a holiday) by 10:00 a.m., according to the attached schedule.**

**If there are any problems please call 860-668-3851.**

Payroll Schedule Fiscal Year 2021/2022

| <u>Time Sheets Due:</u> | <u>Week Ending Periods</u> |              | <u>Checks Issued:</u> |
|-------------------------|----------------------------|--------------|-----------------------|
| 07/12/2021              | 07/04/2021                 | 07/11/2021   | 07/15/2021            |
| 07/26/2021              | 07/18/2021                 | 07/25/2021   | 07/29/2021            |
| 08/09/2021              | 08/01/2021                 | 08/08/2021   | 08/12/2021            |
| 08/23/2021              | 08/15/2021                 | 08/22/2021   | 08/26/2021            |
| 09/07/2021              | 08/29/2021                 | 09/05/2021   | 09/09/2021*           |
| 09/20/2021              | 09/12/2021                 | 09/19/2021   | 09/23/2021            |
| 10/04/2021              | 09/26/2021                 | 10/03/2021   | 10/07/2021            |
| 10/18/2021              | 10/10/2021                 | 10/17/2021   | 10/21/2021            |
| 11/01/2021              | 10/24/2021                 | 10/31/2021   | 11/04/2021            |
| 11/15/2021              | 11/07/2021                 | 11/14/2021   | 11/18/2021            |
| 11/29/2021              | 11/21/2021                 | 11/28/2021   | 12/02/2021            |
| 12/13/2021              | 12/05/2021                 | 12/12/2021   | 12/16/2021            |
| 12/27/2021              | 12/19/2021                 | 12/26/2021   | 12/30/2021            |
| 01/10/2022              | 01/02/2022                 | 01/09/2022   | 01/13/2022            |
| 01/24/2022              | 01/16/2022                 | 01/23/2022   | 01/27/2022            |
| 02/07/2022              | 01/30/2022                 | 02/06/2022   | 02/10/2022            |
| 02/22/2022              | 02/13/2022                 | 02/20/2022   | 02/24/2022*           |
| 03/07/2022              | 02/27/2022                 | 03/06/2022   | 03/10/2022            |
| 03/21/2022              | 03/13/2022                 | 03/20/2022   | 03/24/2022            |
| 04/04/2022              | 03/27/2022                 | 04/03/2022   | 04/07/2022            |
| 04/18/2022              | 04/10/2022                 | 04/17/2022   | 04/21/2022            |
| 05/02/2022              | 04/24/2022                 | 05/01/2022   | 05/05/2022            |
| 05/16/2022              | 05/08/2022                 | 05/15/2022   | 05/19/2022            |
| 05/31/2022              | 05/22/2022                 | 05/29/2022   | 06/02/2022*           |
| 06/13/2022              | 06/05/2022                 | 06/12/2022   | 06/16/2022            |
| 06/27/2022              | 06/19/2022                 | 06/26/2022   | 06/30/2022            |
| 07/11/2022              | 07/03/2022                 | 07/10/2022** | 07/14/2022            |
|                         |                            |              |                       |
|                         |                            |              |                       |

\* Holiday observed on Monday may delay paycheck issuance until Friday

\*\* Week ending 07/10/2022 will be FY 2022/23 Budget