

2021 CCC Timesheet Submittal/Approval Calendar

Pay Period(T/S to include)	EZ Time Submittal Date	Supervisor Approval Date	Pay Date
12/20/20-01/19/21	Tuesday, January 19, 2021	Wednesday, January 20, 2021	Friday, January 29, 2021
01/20/21-02/19/21	*Tuesday, February 16, 2021	Wednesday, February 17, 2021	Friday, February 26, 2021
02/20/21-03/19/21	Friday, March 19, 2021	Monday, March 22, 2021	Wednesday, March 31, 2021
03/20/21-04/19/21	Monday, April 19, 2021	Tuesday, April 20, 2021	Friday, April 30, 2021
04/20/21-05/19/21	*Tuesday, May 18, 2021	Wednesday, May 19, 2021	Friday, May 28, 2021
05/20/21-06/19/21	*Thursday, June 17, 2021	Friday, June 18, 2021	Wednesday, June 30, 2021
06/20/21-07/19/21	*Sunday, July 18, 2021	Monday, July 19, 2021	Thursday, July 29, 2021
07/20/21-08/19/21	*Wednesday, August 18, 2021	Thursday, August 19, 2021	Tuesday August 31, 2021
08/20/21-09/19/21	Sunday, September 19, 2021	Monday, September 20, 2021	Thursday, September 30, 2021
09/20/21-10/19/21	Tuesday, October 19, 2021	Wednesday, October 20, 2021	Friday, October 29, 2021
10/20/21-11/19/21	*Wednesday, November 17, 2021	Thursday, November 18, 2021	Tuesday, November 30, 2021
11/20/21-12/19/21	Sunday, December 19, 2021	Monday, December 20, 2021	Thursday, December 30, 2021

EZ Time Submittal dates for months **NOT HIGHLIGHTED** reflect the last possible work day in the month. Individual work days may vary and time sheets should be submitted accordingly by the end of the due dates indicated.

*Requires EARLY ENTRY AND APPROVAL due to holiday and college closures resulting in reduced number of days to process payroll.

NOTE: ALL TIMESHEET MUST INCLUDE DAYS WORKED THROUGH THE 19TH REGARDLESS OF SUBMITTAL DATE