

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

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

	January-21	February-21	March-21	April-21
1st Pay Period	01/01 - 1/15	02/01 - 02/15	03/01 - 03/15	04/01 - 04/15
Due to PR Dept	Fri **01/15	Tue 02/16	Tue 03/16	Fri 04/16
Pay Day	Fri 01/22	Mon 02/22	Mon 03/22	Thu 04/22
	Due by end of business day			
2nd Pay Period	01/16 - 01/31	02/16 - 02/29	03/16 - 03/31	04/16 - 04/30
Due to PR Dept	Mon 02/01	Mon 03/01	Thu 04/01	Mon 05/03
Pay Day	Fri 02/05	Fri 03/05	Wed 04/07	Fri 05/07
	Fri Mon	Mon	Wed	
Holidays	01/01 01/18	02/15	03/31	

	May-21	June-21	July-21	August-21
1st Pay Period	05/01 - 05/15	06/01 - 06/15	07/01 - 07/15	08/01 - 08/15
Due to PR Dept	Mon 05/17	Wed 06/16	Fri 07/16	Mon 08/16
Pay Day	Fri 05/21	Tue 06/22	Thu 07/22	Fri 08/20
2nd Pay Period	05/16 - 05/31	06/16 - 06/30	07/16 - 07/31	08/16 - 08/31
Due to PR Dept	Tue 06/01	Wed **06/30	Mon 08/02	Tue **08/31
Pay Day	Mon 06/07	Wed 07/07	Fri 08/06	Tue 09/07
	Mon	Due by end of business day	Mon	Due by end of business day
Holidays	05/31		07/05	

	September-21	October-21	November-21	December-21
1st Pay Period	09/01 - 09/15	10/01 - 10/15	11/01 - 11/15	12/01 - 12/15
Due to PR Dept	Thu 09/16	Mon 10/18	Tue 11/16	Thu 12/16
Pay Day	Wed 09/22	Fri 10/22	Mon 11/22	Wed 12/22
2nd Pay Period	09/16 - 09/30	10/16 - 10/31	11/16 - 11/30	12/16 - 12/31
Due to PR Dept	Fri 10/01	Mon 11/01	Wed 12/01	Mon 1/3/2022
Pay Day	Thu 10/07	Fri 11/05	Tue 12/07	Fri 1/7/2022
	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

Timing & Deadlines:

All payroll documents are due the following business day after the pay period ends. Supervisors must review and submit documents to the payroll department by 3pm on the due date. Please remember if you will be out of the office for any reason your payroll must be submitted before leaving in order to meet the payroll deadline.

****Due times for payroll documents are subject to change due to weekends and holidays****

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 01/03/21 by 10 am in order to meet the payroll deadline.

All holidays are subject to change at the company's discretion.

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