


Hidden Villa Calendar Year 2021												
EMPLOYEE TIMESHEET DEADLINES												
ADP input Date	Approved Timesheets Due	Period Covered	Period Covered	Pay Date								
	To Finance by 10:30 AM	(for Non-Exempt staff)	(for Exempt staff)									
06/10/21	9-Jun-2021	05/25/21 to 06/09/21	06/01/21 to 06/15/21	June 15, 2021								
06/25/21	24-Jun-2021	06/10/21 to 06/24/21	06/16/21 to 06/30/21	June 30, 2021								
07/12/21	9-Jul-2021	06/25/21 to 07/09/21	07/01/21 to 07/15/21	July 15, 2021								
07/27/21	26-Jul-2021	07/10/21 to 07/24/21	07/16/21 to 07/31/21	July 30, 2021								
08/10/21	9-Aug-2021	07/25/21 to 08/09/21	08/01/21 to 08/15/21	August 13, 2021								
08/26/21	25-Aug-2021	8/10/21 to 08/24/21	08/16/21 to 08/31/21	August 31, 2021								