



1835 University Blvd., Suite 224  
Langley Park, MD 20783  
301-434-3111  
FAX 301-434-1223

TO: All Employees

FROM: Payroll and Human Resources

Subject: **Pay Check Dates Beginning January 1, 2021**

Beginning December 20, 2020, all employees will be paid in accordance with the new pay dates stated below.

Pay Period (Number)	Period Start Date (Sunday)	Period End Date (Saturday)	Timesheet Due Date (Monday)	Pay Dates (Friday)
1	12/20/20	1/2/21	1/4/21	1/15/21
2	1/3/21	1/16/21	1/18/21	1/29/21
3	1/17/21	1/30/21	2/1/21	2/12/21
4	1/31/21	2/13/21	2/15/21	2/26/21
5	2/14/21	2/27/21	3/1/21	3/12/21
6	2/28/21	3/13/21	3/15/21	3/26/21
7	3/14/21	3/27/21	3/29/21	4/9/21
8	3/28/21	4/10/21	4/12/21	4/23/21
9	4/11/21	4/24/21	4/26/21	5/7/21
10	4/25/21	5/8/21	5/10/21	5/21/21
11	5/9/21	5/22/21	5/24/21	6/4/21
12	5/23/21	6/5/21	6/7/21	6/18/21
13	6/6/21	6/19/21	6/21/21	7/2/21
14	6/20/21	7/3/21	7/5/21	7/16/21
15	7/4/21	7/17/21	7/19/21	7/30/21
16	7/18/21	7/31/21	8/2/21	8/13/21
17	8/1/21	8/14/21	8/16/21	8/27/21
18	8/15/21	8/28/21	8/30/21	9/10/21
19	8/29/21	9/11/21	9/13/21	9/24/21
20	9/12/21	9/25/21	9/27/21	10/8/21
21	9/26/21	10/9/21	10/11/21	10/22/21
22	10/10/21	10/23/21	10/25/21	11/5/21
23	10/24/21	11/6/21	11/8/21	11/19/21
24	11/7/21	11/20/21	11/22/21	12/3/21
25	11/21/21	12/4/21	12/6/21	12/17/21
26	12/5/21	12/18/21	12/20/21	12/31/21

Fax your time sheets to 1-301-434-3284 by 11:59 p.m. on the due dates listed above.