

July 2020 – June 2021 Bi-Weekly PAC Timesheet Schedule

Employee Timesheet Submission Deadline (10 AM)	Manager Timesheet Approval Deadline (12 PM)	Pay Period Begin (Monday)	Pay Period End (Sunday)	Check Date	View Updated Absence Balances on Web
Thursday, July 02, 2020	Thursday, July 02, 2020	06/22/2020	07/05/2020	07/10/2020	07/07/2020 – Personal/Sick*
Friday, July 17, 2020	Friday, July 17, 2020	07/06/2020	07/19/2020	07/24/2020	07/21/2020 – Personal/Sick*
					08/07/2020 – Vacation**
Friday, July 31, 2020	Friday, July 31, 2020	07/20/2020	08/02/2020	08/07/2020	08/04/2020 – Personal/Sick*
Friday, August 14, 2020	Friday, August 14, 2020	08/03/2020	08/16/2020	08/21/2020	08/18/2020 – Personal/Sick*
Friday, August 28, 2020	Friday, August 28, 2020	08/17/2020	08/30/2020	09/04/2020	09/01/2020 – Personal/Sick*
					09/04/2020 – Vacation**
Friday, September 11, 2020	Friday, September 11, 2020	08/31/2020	09/13/2020	09/18/2020	09/15/2020 – Personal/Sick*
Friday, September 25, 2020	Friday, September 25, 2020	09/14/2020	09/27/2020	10/02/2020	09/29/2020 – Personal/Sick*
					10/02/2020 – Vacation**
Friday, October 09, 2020	Friday, October 09, 2020	09/28/2020	10/11/2020	10/16/2020	10/13/2020 – Personal/Sick*
Friday, October 23, 2020	Friday, October 23, 2020	10/12/2020	10/25/2020	10/30/2020	10/27/2020 – Personal/Sick*
					11/06/2020 – Vacation**
Friday, November 06, 2020	Friday, November 06, 2020	10/26/2020	11/08/2020	11/13/2020	11/10/2020 – Personal/Sick*
Tuesday, November 17, 2020	Tuesday, November 17, 2020	11/09/2020	11/22/2020	11/25/2020	11/24/2020 – Personal/Sick*
					12/04/2020 – Vacation**
Friday, December 04, 2020	Friday, December 04, 2020	11/23/2020	12/06/2020	12/11/2020	12/08/2020 – Personal/Sick*
Tuesday, December 15, 2020	Tuesday, December 15, 2020	12/07/2020	12/20/2020	12/23/2020	12/22/2020 – Personal/Sick*
					01/08/2021 – Vacation**

Notes:

- The highlighted pay period has a submission/approval deadlines on a day other than Friday.
- Absence requests must be approved before 12 Noon on the timesheet deadline day to be included in the absence processing for that pay period.
- *Casuals and Variable Hour Officers are only entitled to earn New York City Sick Leave.
- **Vacation time earned is applied to the employee’s balance at the beginning of the following month

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Wednesday, December 30, 2020	Wednesday, December 30, 2020	12/21/2020	01/03/2021	01/08/2021	01/05/2021 – Personal/Sick*
Wednesday, January 13, 2021	Wednesday, January 13, 2021	01/04/2021	01/17/2021	01/22/2021	01/19/2021 – Personal/Sick*
					02/05/2021 – Vacation**
Friday, January 29, 2021	Friday, January 29, 2021	01/18/2021	01/31/2021	02/05/2021	02/02/2021 – Personal/Sick*
Friday, February 12, 2021	Friday, February 12, 2021	02/01/2021	02/14/2021	02/19/2021	02/16/2021 – Personal/Sick*
					03/05/2021 – Vacation**
Friday, February 26, 2021	Friday, February 26, 2021	02/15/2021	02/28/2021	03/05/2021	03/02/2021 – Personal/Sick*
Friday, March 12, 2021	Friday, March 12, 2021	03/01/2021	03/14/2021	03/19/2021	03/16/2021 – Personal/Sick*
Friday, March 26, 2021	Friday, March 26, 2021	03/15/2021	03/28/2021	04/02/2021	03/30/2021 – Personal/Sick*
					04/02/2021 – Vacation**
Friday, April 09, 2021	Friday, April 09, 2021	03/29/2021	04/11/2021	04/16/2021	04/13/2021 – Personal/Sick*
Friday, April 23, 2021	Friday, April 23, 2021	04/12/2021	04/25/2021	04/30/2021	04/27/2021 – Personal/Sick*
					05/07/2021 – Vacation**
Friday, May 07, 2021	Friday, May 07, 2021	04/26/2021	05/09/2021	05/14/2021	05/11/2021 – Personal/Sick*
Friday, May 21, 2021	Friday, May 21, 2021	05/10/2021	05/23/2021	05/28/2021	05/25/2021 – Personal/Sick*
					06/04/2021 – Vacation**
Friday, June 04, 2021	Friday, June 04, 2021	05/24/2021	06/06/2021	06/11/2020	06/08/2021 – Personal/Sick*
Friday, June 18, 2021	Friday, June 18, 2021	06/07/2021	06/20/2021	06/25/2021	06/22/2021 – Personal/Sick*
					07/02/2021 – Vacation**

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