



2021 Summer Payroll Schedule

Pay Period Sunday-Saturday	Timesheets Due in Tsheets	Pay Date	Additional Notes
June 6 – June 19	June 18	July 2	Most interns begin work on June 14. <u>Prior approval is required to have youth work before June 14</u>
June 20 – July 3	July 2	July 16	
July 4 – July 17	July 16	July 30	Youth may NOT be scheduled to work on July 4th
July 18 – July 31	July 30	August 13	
August 1 – August 14	August 13	August 27	Most youth will end work by Aug 13. <u>Prior approval is required to have youth work past Aug 13</u>

Level 1 Interns are limited to 20 hours on your work sites each week. Youth MAY NOT work more than 8 hours per day