

**SMILES
2021
PCA Pay Schedule**

Please note the importance of following the PCA pay schedule and properly completing timesheets. Late or incorrect timesheets will result in the timesheet being processed the next pay period. SMILES will no longer accept emailed or faxed timesheets.

A Sunday	B Saturday	C <u>Before NOON</u> <u>Wednesday</u> <u>Time Sheet</u> <u>Due Date</u>	D Friday
Pay Period Begin	Pay Period End		Direct Deposit & Paychecks Issued
12/20/20	01/02/21	01/06/21	01/15/21
01/03/21	01/16/21	01/20/21	01/29/21
01/17/21	01/30/21	02/03/21	02/12/21
01/31/21	02/13/21	02/17/21	02/26/21
02/14/21	02/27/21	03/03/21	03/12/21
02/28/21	03/13/21	03/17/21	03/26/21
03/14/21	03/27/21	03/31/21	04/09/21
03/28/21	04/10/21	04/14/21	04/23/21
04/11/21	04/24/21	04/28/21	05/07/21
04/25/21	05/08/21	05/12/21	05/21/21
05/09/21	05/22/21	05/26/21	06/04/21
05/23/21	06/05/21	06/09/21	06/18/21
06/06/21	06/19/21	06/23/21	07/02/21
06/20/21	07/03/21	07/07/21	07/16/21
07/04/21	07/17/21	07/21/21	07/30/21
07/18/21	07/31/21	08/04/21	08/13/21
08/01/21	08/14/21	08/18/21	08/27/21
08/15/21	08/28/21	09/01/21	09/10/21
08/29/21	09/11/21	09/15/21	09/24/21
09/12/21	09/25/21	09/29/21	10/08/21
09/26/21	10/09/21	10/13/21	10/22/21
10/10/21	10/23/21	10/27/21	11/05/21
10/24/21	11/06/21	11/10/21	11/19/21
11/07/21	11/20/21	11/24/21	12/03/21
11/21/21	12/04/21	12/08/21	12/17/21
12/05/21	12/18/21	12/22/21	12/31/21
12/19/21	01/01/22	01/05/22	01/14/22

Alerus mails out paper checks on the date they are printed. Direct Deposits are deposited and ready for use on the date in column D. Alerus and SMILES are not responsible for timeliness of United States Postal service mail delivery.