**SPRING 2021 PAC PAY SCHEDULE**

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| **Pay Period** | **Timesheet Due Monday by 8:00am** | **Pay Day**  **Friday** |
| 12/25/2020 – 01/07/2021 | 01/05/2021 | 01/15/2021 |
| 01/08/2021 – 01/21/2021 | 01/18/2021 | 01/29/2021 |
| 01/22/2021 – 02/04/2021 | 02/01/2021 | 02/12/2021 |
| 02/05/2021 – 02/18/2021 | 02/15/2021 | 02/26/2021 |
| 02/19/2021 – 03/04/2021 | 03/01/2021 | 03/12/2021 |
| 03/05/2021 – 03/18/2021 | 03/15/2021 | 03/26/2021 |
| 03/19/2021 – 04/01/2021 | 03/29/2021 | 04/09/2021 |
| 04/02/2021 – 04/15/2021 | 04/12/2021 | 04/23/2021 |
| 04/16/2021 – 04/29/2021 | 04/26/2021 | 05/07/2021 |
| 04/30/2021 – 05/13/2021 | 05/10/2021 | 05/21/2021 |
| 05/14/2021 – 05/27/2021 | 05/24/2021 | 06/04/2021 |
| 05/28/2021 – 06/10/2021 | 06/10/2021 | 06/18/2021 |

* Timesheet hours **must** be emailed to [alisha@ucf.edu](mailto:alisha@ucf.edu) by the Monday 8:00am deadline for any hours worked during that particular pay period.
* You must enter the hours you worked into the corresponding pay period. Be sure to include prep time on your timesheet.
* *The Coaching Time Sheet Verification Form must be turned in with your timesheet to verify hours* (please only include hours directly spent with your PACee). \*\*This is subject to change due to the remote period\*\*

**\*\*Spring Holidays: (Please do not enter hours on these holiday dates) \*\***

* January 1st, 2021 – New Year’s Day
* January 18th, 2021 – Martin Luther King’s Birthday
* May 31st, 2021 – Memorial Day