

BIWEEKLY PAY SAMPLE MONTH

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|---------------------------|-----------------------|-------------------------|------------------------|----------|--------|-------------------------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Biweekly Pay Cycle Starts | >>> | >>> | >>> | >>> | >>> | >>> |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| >>> | >>> | >>> | >>> | >>> | >>> | Biweekly Pay Cycle Ends |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| | Time Sheet Submit Due | Time Sheet Approval Due | | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | | | BW Pay Day (days 1-14) | | | |
| 29 | 30 | 31 | Notes: | | | |

