



Orion ISO

Intermediary Service Organization
9400 Golden Valley Road, Golden Valley, MN 55427

www.orioniso.com

1/1/2021-12/31/2021
2021

Semi-monthly Payroll

Month	Payroll Period Start Date	Payroll Period End Date	Timesheet Due Date by 5pm	Pay Date	Late Timesheet Off-Cycle Pay Date
January	1/1/2021	1/15/2021	1/17/2021	1/29/2021	2/2/2021
	1/16/2021	1/31/2021	2/2/2021	2/12/2021	2/17/2021
February	2/1/2021	2/15/2021	2/17/2021	2/26/2021	3/2/2021
	2/16/2021	2/28/2021	3/2/2021	3/15/2021	3/17/2021
March	3/1/2021	3/15/2021	3/17/2021	3/31/2021	4/2/2021
	3/16/2021	3/31/2021	4/2/2021	4/15/2021	4/19/2021
April	4/1/2021	4/15/2021	4/17/2021	4/30/2021	5/4/2021
	4/16/2021	4/30/2021	5/2/2021	5/14/2021	5/18/2021
May	5/1/2021	5/15/2021	5/17/2021	5/28/2021	6/2/2021
	5/16/2021	5/31/2021	6/2/2021	6/15/2021	6/17/2021
June	6/1/2021	6/15/2021	6/17/2021	6/30/2021	7/2/2021
	6/16/2021	6/30/2021	7/2/2021	7/15/2021	7/19/2021
July	7/1/2021	7/15/2021	7/17/2021	7/30/2021	8/3/2021
	7/16/2021	7/31/2021	8/2/2021	8/13/2021	8/17/2021
August	8/1/2021	8/15/2021	8/17/2021	8/31/2021	9/2/2021
	8/16/2021	8/31/2021	9/2/2021	9/15/2021	9/17/2021
September	9/1/2021	9/15/2021	9/17/2021	9/30/2021	10/4/2021
	9/16/2021	9/30/2021	10/2/2021	10/15/2021	10/19/2021
October	10/1/2021	10/15/2021	10/17/2021	10/29/2021	11/2/2021
	10/16/2021	10/31/2021	11/2/2021	11/15/2021	11/17/2021
November	11/1/2021	11/15/2021	11/17/2021	11/30/2021	12/2/2021
	11/16/2021	11/30/2021	12/2/2021	12/15/2021	12/17/2021
December	12/1/2021	12/15/2021	12/17/2021	12/30/2021	to be determined
	12/16/2021	12/31/2021	1/2/2022	1/14/2022	1/19/2022

Timesheets must be received by 5:00pm on the due date to be considered as received ontime and paid ontime. Send timesheets as soon as you work your last shift in a pay period. Timesheets received after 5:00pm on the due date will be processed on the late timesheet off-cycle pay date listed in column F Late timesheets received more than 5 days after the due date, will not process until the next scheduled pay date.

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