



7100 Northland Circle
Suite 105
Minneapolis, MN 55428

LOTUS TECHNICAL

2021 Payroll Schedule

Payroll Cycle	Period Start Date	Timesheet turned into Supervisor	Period End Date	Pay Date
1	12/21/2020	1/1/2021	1/3/2021	1/8/2021
2	1/4/2021	1/8/2021	1/10/2021	1/15/2021
3	1/11/2021	1/15/2021	1/17/2021	1/22/2021
4	1/18/2021	1/22/2021	1/24/2021	1/29/2021
5	1/25/2021	1/29/2021	1/31/2021	2/5/2021
6	2/1/2021	2/5/2021	2/7/2021	2/12/2021
7	2/8/2021	2/12/2021	2/14/2021	2/19/2021
8	2/15/2021	2/19/2021	2/21/2021	2/26/2021
9	2/22/2021	2/26/2021	2/28/2021	3/5/2021
10	3/1/2021	3/5/2021	3/7/2021	3/12/2021
11	3/8/2021	3/12/2021	3/14/2021	3/19/2021
12	3/15/2021	3/19/2021	3/21/2021	3/26/2021
13	3/22/2021	3/26/2021	3/28/2021	4/2/2021
14	3/29/2021	4/2/2021	4/4/2021	4/9/2021
15	4/5/2021	4/9/2021	4/11/2021	4/16/2021
16	4/12/2021	4/16/2021	4/18/2021	4/23/2021
17	4/19/2021	4/23/2021	4/25/2021	4/30/2021
18	4/26/2021	4/30/2021	5/2/2021	5/7/2021
19	5/3/2021	5/7/2021	5/9/2021	5/14/2021
20	5/10/2021	5/14/2021	5/16/2021	5/21/2021
21	5/17/2021	5/21/2021	5/23/2021	5/28/2021
22	5/24/2021	5/28/2021	5/30/2021	6/4/2021
23	5/31/2021	6/4/2021	6/6/2021	6/11/2021
24	6/7/2021	6/11/2021	6/13/2021	6/18/2021
25	6/14/2021	6/18/2021	6/20/2021	6/25/2021
26	6/21/2021	6/25/2021	6/27/2021	7/2/2021
27	6/28/2021	7/2/2021	7/4/2021	7/9/2021
28	7/5/2021	7/9/2021	7/11/2021	7/16/2021
29	7/12/2021	7/16/2021	7/18/2021	7/23/2021
30	7/19/2021	7/23/2021	7/25/2021	7/30/2021
31	7/26/2021	7/30/2021	8/1/2021	8/6/2021
32	8/2/2021	8/6/2021	8/8/2021	8/13/2021
33	8/9/2021	8/13/2021	8/15/2021	8/20/2021
34	8/16/2021	8/20/2021	8/22/2021	8/27/2021
35	8/23/2021	8/27/2021	8/29/2021	9/3/2021
36	8/30/2021	9/3/2021	9/5/2021	9/10/2021
37	9/6/2021	9/10/2021	9/12/2021	9/17/2021
38	9/13/2021	9/17/2021	9/19/2021	9/24/2021
39	9/20/2021	9/24/2021	9/26/2021	10/1/2021
40	9/27/2021	10/1/2021	10/3/2021	10/8/2021
41	10/4/2021	10/8/2021	10/10/2021	10/15/2021
42	10/11/2021	10/15/2021	10/17/2021	10/22/2021
43	10/18/2021	10/22/2021	10/24/2021	10/29/2021
44	10/25/2021	10/29/2021	10/31/2021	11/5/2021
45	11/1/2021	11/5/2021	11/7/2021	11/12/2021
46	11/8/2021	11/12/2021	11/14/2021	11/19/2021
47	11/15/2021	11/19/2021	11/21/2021	11/26/2021
48	11/22/2021	11/26/2021	11/28/2021	12/3/2021
49	11/29/2021	12/3/2021	12/5/2021	12/10/2021
50	12/6/2021	12/10/2021	12/12/2021	12/17/2021
51	12/13/2021	12/17/2021	12/19/2021	12/24/2021
52	12/20/2021	12/24/2021	12/26/2021	12/31/2021

Employee To Do list:

1. Timesheets submitted to Supervisor end of shift Friday
2. Notify Lotus of any vacation plans

**IF YOU DO NOT SUBMIT YOUR TIMESHEET,
YOU WILL NOT GET PAID!**

PHONE: 763-307-6500

FAX: 651-419-3159

Dates worked on or between the Period Start Date and the Period End Date will be paid on the Pay Date for each Payroll Cycle.

The Pay Date is five days from the Period End Date. As a result, there will be an additional pay period paid to the employee at the end of their employment with Lotus regardless of how their employment with Lotus ends (being hired full time by the contracted company, quitting, or being involuntarily terminated).