### Schedule of 2019-2020 Biweekly Pay Periods

#### Payroll Office

**Time Sheet Deadlines**

### Schedule of 2019-2020 Biweekly Pay Periods

#### (Fiscal Year 2020)

<table>
<thead>
<tr>
<th>Payroll Period No.</th>
<th>Pay Period From</th>
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<th>Due to Payroll Dpt (by Noon)</th>
<th>Paydate</th>
<th>Longevity Pay Dates</th>
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**E = Estimated Time Sheets**  
**H = Holiday Adjustments**  
**L = Longevity Paid**

### Holiday Schedule

- Labor Day: Sep 2
- Thanksgiving: Nov 28-29
- Christmas/New Year: Dec 23-Jan 1
- MLK, Jr. Day: Jan 20
- Spring Break: Mar 12-13
- Memorial Day: May 25
- Independence Day: July 4

### Payroll Periods

- #1 through #8 will be paid under "Fall" semester **Work Study**
- #9 through #19 will be paid under "Spring" semester **Work Study**
- #20 through #22 will be paid under "Summer Session I" **Work Study**
- #23 through #26 will be paid under "Summer Session II" **Work Study**

### Note for departments:

To avoid employee not receiving a pay check, make sure all business processes are in a completed status.

### Note for Biweekly Employees:

All onboarding questions must be completed. Read the deposit declaration question carefully.

Revised 8/7/2019