



**PAYROLL OFFICE**

**Time Sheet Deadlines**

**Schedule of 2019-2020 Biweekly Pay Periods  
(Fiscal Year 2020)**

<u>Payroll Period No.</u>	<u>Pay Period From</u>	<u>Pay Period Thru</u>	<u>Due to Payroll Dpt (by Noon)</u>	<u>Paydate</u>	<u>Longevity Pay Dates</u>	<u># Days Paid</u>
1	Aug 25	Sep 07	Sep 09	09/13/19	L	FY19=5 FY20=5
2	Sep 08	Sep 21	Sep 23	09/27/19		10
3	Sep 22	Oct 05	Oct 07	10/11/19	L	10
4	Oct 06	Oct 19	Oct 21	10/25/19		10
5	Oct 20	Nov 02	Nov 04	11/08/19	L	10
6	Nov 03	Nov 16	Nov 18	11/22/19		10
7	Nov 17	Nov 30	Dec 02	12/06/19		10
E* 8	Dec 01	Dec 14	Dec 11	12/20/19	L	10
E* 9	Dec 15	Dec 28	Dec 17	01/03/20		10
10	Dec 29	Jan 11	Jan 13	01/17/20	L	10
11	Jan 12	Jan 25	Jan 27	01/31/20	(No Ins)	10
12	Jan 26	Feb 08	Feb 10	02/14/20	L	10
13	Feb 09	Feb 22	Feb 24	02/28/20		10
E* 14	Feb 23	Mar 07	Mar 03	03/10/20	L	10
15	Mar 08	Mar 21	Mar 23	03/27/20		10
16	Mar 22	Apr 04	Apr 06	04/10/20	L	10
17	Apr 05	Apr 18	Apr 20	04/24/20		10
18	Apr 19	May 02	May 04	05/08/20	L	10
19	May 03	May 16	May 18	05/22/20		10
20	May 17	May 30	Jun 01	06/05/20		10
21	May 31	Jun 13	Jun 15	06/19/20	L	10
* 22	Jun 14	Jun 27	June 29	07/03/20		10
23	Jun 28	Jul 11	Jul 13	07/17/20	L	10
24	Jul 12	Jul 25	Jul 27	07/31/20	(No Ins)	10
25	Jul 26	Aug 08	Aug 10	08/14/20	L	10
E* 26	Aug 09	Aug 22	Aug 24	08/28/20		10

E = Estimated Time Sheets      \*Holiday Adjustments      L - Longevity Paid

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

**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.