

2020 Biweekly Payroll Deadlines

Adjustment/Change Forms Include- New contracts, new hire paperwork, address changes, tax claim updates, donations changes, group benefit updates, AVC pension changes, direct deposit changes, misc. Changes, and expense reimbursement claims.

Timesheets- Timesheets must be authorized before the processing deadline. Submissions received after the posted deadlines may not be processed until the following pay day.

Please speak to your supervisor regarding internal department deadlines so that they have time to review and approve your timesheet prior to the payroll processing deadlines below.

Biweekly Pay Period (timesheet employees) <i>Salaried employees are paid one week ahead of schedule below</i>	Adjustment/Change Forms due to Payroll By Friday 4:00pm	Staff/Faculty/Research Employee and all timesheet approvals due to Payroll by Monday 12:00pm (noon)	Pay Day
Dec 22 to Jan 4	*6-Jan	6-Jan	10-Jan
Jan 5 to Jan 18	17-Jan	20-Jan	24-Jan
Jan 19 to Feb 1	31-Jan	3-Feb	7-Feb
Feb 2 to Feb 15	14-Feb	*18-Feb	21-Feb
Feb 16 to Feb 29	28-Feb	2-Mar	6-Mar
Mar 1 to Mar 14	13-Mar	16-Mar	20-Mar
Mar 15 to Mar 28	27-Mar	30-Mar	3-Apr
Mar 29 to April 11	*9-Apr	13-Apr	17-Apr
April 12 to April 25	24-Apr	27-Apr	1-May
April 26 to May 9	8-May	11-May	15-May
May 10 to May 23	22-May	25-May	29-May
May 24 to June 6	5-Jun	8-Jun	12-Jun
June 7 to June 20	19-Jun	22-Jun	26-Jun
June 21 to July 4	3-Jul	6-Jul	10-Jul
July 5 to July 18	17-Jul	20-Jul	24-Jul
July 19 to Aug 1	31-Jul	*4-Aug	7-Aug
Aug 2 to Aug 15	14-Aug	17-Aug	21-Aug
Aug 16 to Aug 29	28-Aug	31-Aug	4-Sep
Aug 30 to Sep 12	11-Sep	14-Sep	18-Sep
Sep 13 to Sep 26	25-Sep	28-Sep	2-Oct
Sep 27 to Oct 10	9-Oct	13-Oct	16-Oct
Oct 11 to Oct 24	23-Oct	26-Oct	30-Oct
Oct 25 to Nov 7	6-Nov	9-Nov	13-Nov
Nov 8 to Nov 21	20-Nov	23-Nov	27-Nov
Nov 22 to Dec 5	4-Dec	7-Dec	11-Dec
Dec 6 to Dec 19	*11-Dec	*14-Dec	*17-Dec

**Alternate Date due to Holiday/College closure*