MONTHLY PAYROLL SCHEDULE 2019 - 2020

Month	Payroll ID	Supervisors/Managers approve pending time deadline @ 5PM	CTOD & LWOP Deadline @ 5PM	Return LOA & Timekeepers Approvals - Deadline @ 5PM	CAMPUS LOCKOUT @ 5PM EHRA & SHRA actions plus Supplemental Pay must be entered into the HR system & supporting documentation submitted to HRIM	Distribution Changes Completed @ 5PM	Authorization & Supplemental Pay Detail Report Approval @ 5PM	Payroll Confirmed (Lockout remains pending Distribution)	Pay Day	Off-Cycle Check Request Deadline @5PM **	Off Cycle Check Payday	Holidays / Comments
July	20201R01	Jul 6	Jul 12	Jul 12	Jul 16	Jul 18	Jul 23	Jul 24	Jul 31	Aug 6	Aug 15	**Independence Day** Thur Jul 4
Aug	20201R02	Aug 6	Aug 9	Aug 16	Aug 15	Aug 19	Aug 22	Aug 23	Aug 30	Sep 5	Sep 13	
Sep	20201R03	Sep 6	Sept 13	Sept 13	Sep 13	Sep 17	Sep 20	Sep 23	Sep 30	Oct 4	Oct 15	**Labor Day** Mon Sep 2
Oct	20201R04	Oct 6	Oct 11	Oct 18	Oct 16	Oct 18	Oct 23	Oct 24	Oct 31	Nov 6	Nov 15	
Nov	20201R05	Nov 6	Nov 8	Nov 15	Nov 14	Nov 18	Nov 21	Nov 22	**Nov 29	N/A	Pay on 1R06	**Thanksgiving** Nov 28-29
Dec	20201R06	Dec 6	Dec 6	Dec 6	Dec 5	Dec 9	Dec 12	Dec 13	Dec 20	Jan 6	Jan 15	**Winter Break** Dec 23 - 27
Jan	20201R07	Jan 6	Jan 10	Jan 17	Jan 15	Jan 17	Jan 23	Jan 24	Jan 31	Feb 6	Feb 14	**New Year's, Wed Jan 1 ML King Jr., Mon Jan 20**
Feb	20201R08	Feb 6	Feb 7	Feb 14	Feb 13	Feb 17	Feb 20	Feb 21	Feb 28	Mar 5	Mar 13	
Mar	20201R09	Mar 6	Mar 13	Mar 13	Mar 16	Mar 18	Mar 23	Mar 24	Mar 31	Apr 6	Apr 15	
Apr	20201R10	Apr 6	Apr 10	Apr 17	Apr 16	Apr 20	Apr 23	Apr 24	Apr 30	May 6	May 15	
May	20201R11	May 6	May 8	May 15	May 13	May 15	May 20	May 21	May 29	Jun 4	Jun 15	**Memorial Day** Mon May 25
June	20201R12	Jun 6	Jun 5	Jun 12	Jun 11	Jun 15	Jun 18	Jun 19	Jun 30	Jul 6	Jul 15	

CTOD - CompTime on Demand
LWOP - Leave Without Pay
LOA - Leave of Absence

** University is closed on Nov 29, however Dir. Dep will post.

** By this date, an Off-Cycle Check Request form must be submitted to the appropriate Personnel Office & received by Payroll. All related backup must be completed & approved.

Deadlines are 5 PM unless otherwise noted