

PAYROLL CALENDAR

Payday/Time Sheet Due Dates

2019-20

Payday	Time Sheet Due Date
September 5, 2019	August 28, 2019*
September 19, 2019	September 12, 2019
October 3, 2019	September 26, 2019
October 17, 2019	October 10, 2019
October 31, 2019	October 24, 2019
November 14, 2019	November 6, 2019*
November 27, 2019	November 20, 2019*
December 12, 2019	December 5, 2019
December 26, 2019	December 17, 2019*
January 9, 2020	January 2, 2020
January 23, 2020	January 15, 2020*
February 6, 2020	January 30, 2020
February 20, 2020	February 13, 2020
March 5, 2020	February 27, 2020
March 19, 2020	March 12, 2020
April 2, 2020	March 26, 2020
April 16, 2020	April 9, 2020
April 30, 2020	April 23, 2020
May 14, 2020	May 7, 2020
May 28, 2020	May 20, 2020*
June 11, 2020	June 4, 2020
June 25, 2020	June 18, 2020
July 9, 2020	July 1, 2020*
July 23, 2020	July 16, 2020
August 6, 2020	July 30, 2020
August 20, 2020	August 13, 2020

All time sheets received after the due date will be processed the following payroll.

*Early deadline due to holiday.

All biweekly time sheets must be submitted and approved in Banner Self-Service no later than 12:00 Noon on the designated due date. All overtime sheets must also be received by the designated due date.

All faculty monthly leave reports must be submitted and approved in Banner Self-Service by 5:00 PM on the 15th of the following month.