

**BI-WEEKLY PAYROLL SCHEDULE 2019-2020**

Payroll ID	Pay Period Begin Date	Pay Period End Date	## Supervisor Lockout Deadline @ 5PM	## Timekeeper Lockout Deadline @ 5PM	Payroll Lockout - Time Records Taken By Payroll	Payday	Off Cycle Check Cutoff Noon	Off Cycle Check Payday	Holidays
20202R01	Jun 15	Jun 28	Jul 02	Jul 04	Jul 05	Jul 12	Jul 16	Jul 19	
20202R02	Jun 29	Jul 12	Jul 16	Jul 18	Jul 19	Jul 26	Aug 30	Aug 02	Independence Day Fri Jul 3
20202R03	Jul 13	Jul 26	Jul 30	Aug 01	Aug 02	Aug 09	Aug 13	Aug 16	
20202R04	Jul 27	Aug 09	Aug 13	Aug 15	Aug 16	Aug 23	Aug 27	Aug 30	
20202R05	Aug 10	Aug 23	*Aug 27	*Aug 28	*Aug 29	Sep 06	Sep 10	Sep 13	
20202R06	Aug 24	Sep 06	Sep 10	Sep 12	Sep 13	Sep 20	Sep 24	Sep 27	Labor Day Mon Sep 2
20202R07	Sep 07	Sep 20	Sep 24	Sep 26	Sep 27	Oct 04	Oct 08	Oct 11	
20202R08	Sep 21	Oct 04	Oct 08	Oct 10	Oct 11	Oct 18	Oct 22	Oct 25	
20202R09	Oct 05	Oct 18	Oct 22	Oct 24	Oct 25	Nov 01	Nov 05	Nov 08	
20202R10	Oct 19	Nov 01	Nov 05	Nov 07	Nov 08	Nov 15	Nov 19	Nov 22	
20202R11	Nov 02	Nov 15	Nov 19	Nov 21	Nov 22	Nov 29	Dec 03	Dec 06	
20202R12	Nov 16	Nov 29	Dec 03	Dec 05	Dec 06	Dec 13	Pay on 2R13	Dec 27	Thanksgiving Nov 28 - 29
20202R13	Nov 30	Dec 13	*Dec 16	*Dec 17	*Dec 18	**Dec 27	Pay on 2R14	Jan 10	
20202R14	Dec 14	Dec 27	Dec 31	Jan 02	Jan 03	Jan 10	Jan 14	Jan 17	Winter Break Dec 24- Dec 29
20202R15	Dec 28	Jan 10	Jan 14	*Jan 15	*Jan 16	Jan 24	Jan 28	Jan 31	New Years Day Jan 1 Wed
20202R16	Jan 11	Jan 24	Jan 28	Jan 30	Jan 31	Feb 07	Feb 11	Feb 14	ML King Jr. Mon Jan 20
20202R17	Jan 25	Feb 07	Feb 11	Feb 13	Feb 14	Feb 21	Feb 25	Feb 28	
20202R18	Feb 08	Feb 21	Feb 25	Feb 27	Feb 28	Mar 06	Mar 10	Mar 13	
20202R19	Feb 22	Mar 06	Mar 10	Mar 12	Mar 13	Mar 20	Mar 24	Mar 27	
20202R20	Mar 07	Mar 20	Mar 24	Mar 26	Mar 27	Apr 03	Apr 07	Apr 10	
20202R21	Mar 21	Apr 03	Apr 07	Apr 09	Apr 10	Apr 17	Apr 21	Apr 24	
20202R22	Apr 04	Apr 17	Apr 21	Apr 23	Apr 24	May 01	May 05	May 08	
20202R23	Apr 18	May 01	May 05	May 07	May 08	May 15	May 19	May 22	
20202R24	May 02	May 15	May 19	*May 20	*May 21	May 29	Jun 02	Jun 05	
20202R25	May 16	May 29	Jun 02	Jun 04	Jun 05	Jun 12	Jun 16	Jun 19	Memorial Day Mon May 25
20202R26	May 30	Jun 12	Jun 16	Jun 18	Jun 19	Jun 26	Jun 29	Jul 02	

# To ensure timely insurance enrollment, appointments must be approved by 1st workday of month in which they are effective.

## Departments set an earlier internal deadline by which employees must turn in timesheets

\*\* University is closed Dec 27, however Dir. Dep will post.

\*Deviations due to holidays