

Spring 2020 Biweekly Pay Periods and Timesheet Deadlines

<u>Pay Period</u>	<u>Timesheet Due*</u>	<u>Payroll Processed by HR</u>	<u>Pay Date</u>
Dec. 29 - Jan. 11	January 14	January 16	January 24
Jan. 12 - Jan. 25	January 28	January 30	February 7
Jan. 26 - Feb. 8♦	February 11	February 13	February 21
Feb. 9 - Feb. 22	February 25	February 27	March 6
Feb. 23 – Mar. 7	March 10	March 12	March 20
Mar. 8 - Mar. 21	March 24	March 26	April 3
Mar. 22 - Apr. 4	April 7	April 9	April 17
Apr. 5 - Apr. 18	April 21	April 23	May 1
Apr. 19 - May 2	May 5	May 7	May 15
May 3 - May 16**	May 19	May 21	May 29

****Timesheets must be submitted by employee and approved by supervisor by Timesheet Due Date (Tuesday by noon following each pay period) - late timesheets will be processed in the next pay period***

♦Students with work study awards need to begin working by February 1st or will lose their award.

**Students who will graduate in May 2020 may work until the last day of class, but must stop working on 5/7/2020.