

Payroll Calendar															
FY 2019/2020															
Biweekly Pay Period		Biweekly Pay Date		Manager Approve Time		No Deductions		Biweekly Pay Period		Biweekly Pay Date		Manager Approve Time		No Deductions	
14	Jun 22, 2019	Jul 05, 2019	Jul 12, 2019	Jul 08, 2019	New fiscal year			1	Dec 21, 2020	Jan 03, 2020	Jan 10, 2020	Jan 06, 2020			
15	Jul 06, 2019	Jul 19, 2019	Jul 26, 2019	Jul 22, 2019				2	Jan 04, 2020	Jan 17, 2020	Jan 24, 2020	Jan 20, 2020			
16	Jul 20, 2019	Aug 02, 2019	Aug 09, 2019	Aug 05, 2019				3	Jan 18, 2020	Jan 31, 2020	Feb 07, 2020	Feb 03, 2020			
17	Aug 03, 2019	Aug 16, 2019	Aug 23, 2019	Aug 19, 2019				4	Feb 01, 2020	Feb 14, 2020	Feb 21, 2020	Feb 17, 2020			
18	Aug 17, 2019	Aug 30, 2019	Sep 06, 2019	Sep 03, 2019				5	Feb 15, 2020	Feb 28, 2020	Mar 06, 2020	Mar 02, 2020			
19	Aug 31, 2019	Sep 13, 2019	Sep 20, 2019	Sep 16, 2019				6	Feb 29, 2020	Mar 13, 2020	Mar 20, 2020	Mar 16, 2020			
20	Sep 14, 2019	Sep 27, 2019	Oct 04, 2019	Sep 30, 2019				7	Mar 14, 2020	Mar 27, 2020	Apr 03, 2020	Mar 30, 2020			
21	Sep 28, 2019	Oct 11, 2019	Oct 18, 2019	Oct 14, 2019				8	Mar 28, 2020	Apr 10, 2020	Apr 17, 2020	Apr 13, 2020			
22	Oct 12, 2019	Oct 25, 2019	Nov 01, 2019	Oct 28, 2019				9	Apr 11, 2020	Apr 24, 2020	May 01, 2020	Apr 27, 2020			
23	Oct 26, 2019	Nov 08, 2019	Nov 15, 2019	Nov 11, 2019				10	Apr 25, 2020	May 08, 2020	May 15, 2020	May 11, 2020			
24	Nov 09, 2019	Nov 22, 2019	Nov 29, 2019	Nov 25, 2019	No deductions			11	May 09, 2020	May 22, 2020	May 29, 2020	May 26, 2020	No deductions		
25	Nov 23, 2019	Dec 06, 2019	Dec 13, 2019	Dec 09, 2019				12	May 23, 2020	Jun 05, 2020	Jun 12, 2020	Jun 08, 2020			
26	Dec 07, 2019	Dec 20, 2019	Dec 27, 2019	Dec 23, 2019				13	Jun 06, 2020	Jun 19, 2020	Jun 26, 2020	Jun 22, 2020			
Monthly Pay Period		Monthly Pay Date		Biweekly Notes											
Jul 31, 2019		Jul 31, 2019		Time cards must be submitted by the last day of the pay period											
Aug 31, 2019		Aug 30, 2019		*Managers must approve time cards the following Monday by 3p.m. Any exceptions will be posted on MYHR											
Sep 30, 2019		Sep 30, 2019		All Biweekly EAF changes & Special Pays must be submitted by last day of the pay period											
Oct 31, 2019		Oct 31, 2019													
Nov 30, 2019		Nov 29, 2019		Monthly Notes											
Dec 31, 2019		Dec 31, 2019		Checks distributed on last working day of the Month											
Jan 31, 2020		Jan 31, 2020		Absences must be approved at least 5 business days before pay date											
Feb 29, 2020		Feb 28, 2020		All EAF changes & Special Pays need to be submitted by the 20th of the Month											
Mar 31, 2020		Mar 31, 2020													
Apr 30, 2020		Apr 30, 2020													
May 31, 2020		May 29, 2020													
Jun 30, 2020		Jun 30, 2020										S:Shared/SaraS		Revised 5/3/19	