

**2020 - Non Exempt (Staff & Student) Payroll Deadlines**

	BW #1	BW #2	BW #3	BW #4	BW #5	BW #6	BW #7	BW #8	BW #9	BW #10	**BW #11	BW #12	BW #13
Pay Period Covered	12/22/19-1/4/20	1/5-1/18	1/19-2/1	2/2-2/15	2/16-2/29	3/1-3/14	3/15-3/28	3/29-4/11	4/12-4/25	4/26-5/9	5/10-5/23	5/24-6/6	6/7-6/20
Pay Date	1/10	1/24	2/7	2/21	3/6	3/20	4/3	4/17	5/1	5/15	5/29	6/12	6/26
Special Instructor Payment Dates (12 pay periods)		1/24	2/7	2/21	3/6	3/20	4/3	4/17	5/1	5/15	5/29	6/12	6/26
Workday Time edits deadline, 12 noon	1/6	1/20 (HOL)	2/3	2/17 (HOL)	3/2	3/16	3/30	4/13	4/27	5/11	5/25 (HOL)	6/8	6/22
Workday Time approvals deadline, 5 p.m.	1/6	1/20 (HOL)	2/3	2/17 (HOL)	3/2	3/16	3/30	4/13	4/27	5/11	5/25 (HOL)	6/8	6/22

  

	BW #14	BW #15	BW #16	BW #17	BW #18	BW #19	BW #20	BW #21	**BW #22	BW #23	BW #24	BW #25	BW #26
Pay Period Covered	6/21-7/4	7/5-7/18	7/19-8/1	8/2-8/15	8/16-8/29	8/30-9/12	9/13-9/26	9/27-10/10	10/11-10/24	10/25-11/7	11/8-11/21	11/22-12/5	12/6-12/19
Pay Date	7/10	7/24	8/7	8/21	9/4	9/18	10/2	10/16	10/30	11/13	11/25	12/11	12/23
Special Instructor Payment Dates (9 pay periods)	7/10					9/18	10/2	10/16	10/30	11/13	11/25	12/11	12/23
Workday Time edits deadline, 12 noon	7/6	7/20	8/3	8/17	8/31	9/14	9/28	10/12	10/26	11/9	11/23	12/7	12/21
Workday Time approvals deadline, 5 p.m.	7/6	7/20	8/3	8/17	8/31	9/14	9/28	10/12	10/26	11/9	11/23	12/7	12/21

Winter 2020	Spring 2020	Fall 2020	# of payments
8	5	8	

Pay Day is a Wednesday  
 ^^^^Short pay week

**2020- Exempt Staff (Salary) Payroll Deadlines**

	SM #1	SM #2	SM #3	SM #4	SM #5	SM #6	SM #7	SM #8	SM #9	SM #10	SM #11	SM #12
Pay Period Covered	12/16/19-12/31/19	1/1-1/15	1/16-1/31	2/1-2/15	2/16-2/29	3/1-3/15	3/16-3/31	4/1-4/15	4/16-4/30	5/1-5/15	5/16-5/31	6/1-6/15
Pay Date	1/3	1/17	2/5	2/20	3/5	3/20	4/3	4/20	5/5	5/20	6/5	6/19
Special Instructor Payment Dates (11 pay periods)		1/17	2/5	2/20	3/5	3/20	4/3	4/20	5/5	5/20	6/5	6/19
Workday Time Off approvals deadline, 5 p.m.	12/31 (HOL)	1/14	1/31	2/17 (HOL)	3/2	3/17	3/31	4/15	4/30	5/15	6/2	6/16

  

	SM #13	SM #14	SM #15	SM #16	SM #17	SM #18	SM #19	SM #20	SM #21	SM #22	SM #23	SM #24
Pay Period Covered	6/16-6/30	7/1-7/15	7/16-7/31	8/1-8/15	8/16-8/31	9/1-9/15	9/16-9/30	10/1-10/15	10/16-10/31	11/1-11/15	11/16-11/30	12/1-12/15
Pay Date	7/2	7/20	8/5	8/20	9/4	9/18	10/5	10/20	11/5	11/20	12/4	12/18
Special Instructor Payment Dates (8 pay periods)	7/2					9/18	10/5	10/20	11/5	11/20	12/4	12/18
Workday Time Off approvals deadline, 5 p.m.	6/29	7/15	7/31	8/17	9/1	9/15	9/30	10/15	11/2	11/17	12/1	12/15

Winter 2020	Spring 2020	Fall 2020	# of payments
8	4	7	

**Exception check requests for both exempt and non-exempt employees deadline, 11 a.m.**

Mon and Wed of non pay week, Friday only of a pay week, check will be available for pick up the next business day

**Termination Check Request-Involuntary**

Any business day **before** employee's final day of work. Will be processed within 24 hours and ready for pick up by HR/SE/PCC.

**Termination Check Request-Voluntary**

Any business day **before** employee's final day of work if employee gives at least one pay period's notice of intention to quit. Will be processed within 24 hours and paycheck will be available on the date of termination or next business day

**Payroll Contacts**

Rachel Kalama, Payroll Supervisor	53721	** Third Paychecks
Robin Fiu, Payroll Manager	53710	
Vika Vimahi, Assistant Controller	53725	
Payroll Assistant	54548	