

To: Student Temporary Service Employees and Supervisors
(Thursday thru Wednesday – 2 week cycle)

AND

Work Study Student Employees and Supervisors
(Thursday thru Wednesday – 2 week cycle)

From: Payroll Office

Re: Payroll Schedule for 2020

2020 Student Temp Service & Federal Work Study Payroll Schedule				
Payroll #	Payroll Begin Date	Payroll End Date	Timesheet Due Date	Check Date
21	12/26/19	1/8/20	1/10/20	1/30/20
22	1/9/20	1/22/20	1/24/20	2/13/20
23	1/23/20	2/5/20	2/7/20	2/27/20
24	2/6/20	2/19/20	2/21/20	3/12/20
25	2/20/20	3/4/20	3/6/20	3/26/20
26	3/5/20	3/18/20	3/20/20	4/9/20
1	3/19/20	4/1/20	4/3/20	4/23/20
2	4/2/20	4/15/20	4/17/20	5/7/20
3	4/16/20	4/29/20	5/1/20	5/21/20
4	4/30/20	5/13/20	5/15/20	6/4/20
5	5/14/20	5/27/20	5/29/20	6/18/20
6	5/28/20	6/10/20	6/12/20	7/2/20
7	6/11/20	6/24/20	6/26/20	7/16/20
8	6/25/20	7/08/20	7/10/20	7/30/20
9	7/9/20	7/22/20	7/24/20	8/13/20
10	7/23/20	8/5/20	8/7/20	8/27/20
11	8/6/20	8/19/20	8/21/20	9/10/20
12	8/20/20	9/2/20	9/4/20	9/24/20
13	9/3/20	9/16/20	9/18/20	10/8/20
14	9/17/20	9/30/20	10/2/20	10/22/20
15	10/1/20	10/14/20	10/16/20	11/5/20
16	10/15/20	10/28/20	10/30/20	11/19/20
17	10/29/20	11/11/20	11/13/20	12/3/20
18	11/12/20	11/25/20	11/27/20	12/17/20
19	11/26/20	12/9/20	12/11/20	12/31/20
20	12/10/20	12/23/20	12/25/20	1/14/21

PLEASE NOTE:

Time sheets should be completed by the employee in regular two-week intervals and in accordance with the above pay period date ranges.

Employees should complete and submit their electronic time sheet to their supervisor or sign their paper time sheet and submit it to their supervisor for approval. Supervisors should verify all hours for accuracy and approve electronic time sheets or sign paper time sheets at the bottom, and hand in completed time sheets to the Payroll Office, 3rd Floor, Brooks Hall.

ALL TIME SHEETS ARE DUE ON OR BEFORE THE ABOVE TIME SHEET DUE DATES.