



2020

Bi-Weekly Payroll Calendar & Web Time Entry Due Dates
for Hourly Student, Temporary, and Work Study Employees

Important: **Employees** must enter time worked no later than the “Employee Entry Deadline Date and Time” and Supervisors must approve time worked no later than the “Approver Deadline Date and Time” to avoid delays in receiving pay.

Pay #	Pay Period Start Date (Monday)	Pay Period End Date (Sunday)	Employee Entry Deadline Date (Monday)	Employee Entry Deadline Time	Approver Deadline Date (Monday)	Approver Deadline Time	Pay Date
1	12/9/2019	12/22/2019	12/23/2019	10:00 AM	12/23/2019	4:00 PM	1/3/2020
2	12/23/2019	1/5/2020	1/6/2020	10:00 AM	1/6/2020	4:00 PM	1/17/2020
3	1/6/2020	1/19/2020	1/20/2020	10:00 AM	1/20/2020	4:00 PM	1/31/2020
4	1/20/2020	2/2/2020	2/3/2020	10:00 AM	2/3/2020	4:00 PM	2/14/2020
5	2/3/2020	2/16/2020	2/17/2020	10:00 AM	2/17/2020	4:00 PM	2/28/2020
6	2/17/2020	3/1/2020	3/2/2020	10:00 AM	3/2/2020	4:00 PM	3/13/2020
7	3/2/2020	3/15/2020	3/16/2020	10:00 AM	3/16/2020	4:00 PM	3/27/2020
8	3/16/2020	3/29/2020	3/30/2020	10:00 AM	3/30/2020	4:00 PM	4/9/2020
9	3/30/2020	4/12/2020	4/13/2020	10:00 AM	4/13/2020	4:00 PM	4/24/2020
10	4/13/2020	4/26/2020	4/27/2020	10:00 AM	4/27/2020	4:00 PM	5/8/2020
11	4/27/2020	5/10/2020	5/11/2020	10:00 AM	5/11/2020	4:00 PM	5/22/2020
12	5/11/2020	5/24/2020	5/25/2020	10:00 AM	5/25/2020	4:00 PM	6/5/2020
13	5/25/2020	6/7/2020	6/8/2020	10:00 AM	6/8/2020	4:00 PM	6/19/2020
14	6/8/2020	6/21/2020	6/22/2020	10:00 AM	6/22/2020	4:00 PM	7/2/2020
15	6/22/2020	7/5/2020	7/6/2020	10:00 AM	7/6/2020	4:00 PM	7/17/2020
16	7/6/2020	7/19/2020	7/20/2020	10:00 AM	7/20/2020	4:00 PM	7/31/2020
17	7/20/2020	8/2/2020	8/3/2020	10:00 AM	8/3/2020	4:00 PM	8/14/2020
18	8/3/2020	8/16/2020	8/17/2020	10:00 AM	8/17/2020	4:00 PM	8/28/2020
19	8/17/2020	8/30/2020	8/31/2020	10:00 AM	8/31/2020	4:00 PM	9/11/2020
20	8/31/2020	9/13/2020	9/14/2020	10:00 AM	9/14/2020	4:00 PM	9/25/2020
21	9/14/2020	9/27/2020	9/28/2020	10:00 AM	9/28/2020	4:00 PM	10/9/2020
22	9/28/2020	10/11/2020	10/12/2020	10:00 AM	10/12/2020	4:00 PM	10/23/2020
23	10/12/2020	10/25/2020	10/26/2020	10:00 AM	10/26/2020	4:00 PM	11/6/2020
24	10/26/2020	11/8/2020	11/9/2020	10:00 AM	11/9/2020	4:00 PM	11/20/2020
25	11/9/2020	11/22/2020	11/23/2020	10:00 AM	11/23/2020	4:00 PM	12/4/2020
26	11/23/2020	12/6/2020	12/7/2020	10:00 AM	12/7/2020	4:00 PM	12/18/2020
27	12/7/2020	12/20/2020	12/18/2020	10:00 AM	12/18/2020	4:00 PM	12/31/2020