



Bi-Weekly Payroll Calendar & Web Time Entry Due Dates For PERMANENT SHRA 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”

Pay #	Timesheet Start Date (Monday)	Timesheet End Date (Sunday)	Employee Entry Deadline Date (Monday)	Employee Entry Deadline Time	Approver Deadline Date	Approver Deadline Time	Pay Date
1	12/09/2019	12/22/2019	12/18/2019	10:00 AM	12/19/2019	5:00 PM	JANUARY 31, 2020
2	12/23/2019	01/05/2020	01/06/2020	10:00 AM	01/07/2020	5:00 PM	
3	01/06/2020	01/19/2020	01/21/2020	10:00 AM	01/22/2020	5:00 PM	February 28, 2020
4	01/20/2020	02/02/2020	02/03/2020	10:00 AM	02/04/2020	5:00 PM	
5	02/03/2020	02/16/2020	02/17/2020	10:00 AM	02/18/2020	5:00 PM	MARCH 31, 2020
6	02/17/2020	03/01/2020	03/02/2020	10:00 AM	03/03/2020	5:00 PM	
7	03/02/2020	03/15/2020	03/16/2020	10:00 AM	03/17/2020	5:00 PM	APRIL 30, 2020
8	03/16/2020	03/21/2020	03/30/2020	10:00 AM	03/31/2020	5:00 PM	
9	03/03/2020	04/12/2020	04/13/2020	10:00 AM	04/14/2020	5:00 PM	
10	04/13/2020	04/26/2020	04/27/2020	10:00 AM	04/28/2020	5:00 PM	May 29, 2020
11	04/27/2020	05/10/2020	05/11/2020	10:00 AM	05/12/2020	5:00 PM	
12	05/11/2020	05/24/2020	05/26/2020	10:00 AM	05/27/2020	5:00 PM	June 30, 2020
13	05/25/2020	06/07/2020	06/08/2020	10:00 AM	06/09/2020	5:00 PM	
14	06/08/2020	06/21/2020	06/22/2020	10:00 AM	06/23/2020	5:00 PM	July 31, 2020
15	06/22/2020	07/05/2020	07/06/2020	10:00 AM	07/07/2020	5:00 PM	
16	07/06/2020	07/19/2020	07/20/2020	10:00 AM	07/21/2020	5:00 PM	August 31, 2020
17	07/20/2020	08/02/2020	08/03/2020	10:00 AM	08/04/2020	5:00 PM	
18	08/03/2020	08/16/2020	08/17/2020	10:00 AM	08/18/2020	5:00 PM	September 30, 2020
19	08/17/2020	08/30/2020	08/31/2020	10:00 AM	09/01/2020	5:00 PM	
20	08/31/2020	09/13/2020	09/14/2020	10:00 AM	09/15/2020	5:00 PM	
21	09/14/2020	09/27/2020	09/28/2020	10:00 AM	09/29/2020	5:00 PM	October 30, 2020
22	09/28/2020	10/11/2020	10/12/2020	10:00 AM	10/13/2020	5:00 PM	
23	10/12/2020	10/25/2020	10/26/2020	10:00 AM	10/27/2020	5:00 PM	November 30, 2020
24	10/26/2020	11/08/2020	11/09/2020	10:00 AM	11/10/2020	5:00 PM	December 22, 2020
25	11/09/2020	11/22/2020	11/23/2020	10:00 AM	11/24/2020	5:00 PM	
26	11/23/2020	12/06/2020	12/07/2020	10:00 AM	12/08/2020	5:00 PM	January 31, 2021
01	12/07/2020	12/20/2020	12/21/2020	10:00 AM	12/22/2020	5:00 PM	
02	12/21/2020	01/02/2021	12/22/2020	5:00 PM	12/23/2020	5:00 PM	

