

**Payroll Calendar
Calendar Year 2020
Bi-Weekly**

Bi-weekly employees are required to complete an electronic time sheet every pay period, but are not required to complete an electronic leave report. They are paid every other Friday.

Processing of any personnel actions must be submitted to Human Resources no later than the date listed in the "Employee Changes to HR" column. Adherence to these deadlines will help facilitate proper pay on the corresponding pay date.

Payroll Number	Pay of Month	Start Date	End Date	Pay Date	Employee Changes to HR	Web Time Entry Submit Deadline	Web Time Entry Approve Deadline
1	1	12/8/2019	12/21/2019	1/3/2020	12/23/2019	12/22/2019	12/23/2019
2	2	12/22/2019	1/4/2020	1/17/2020	1/7/2020	1/7/2020	1/8/2020
3	3	1/5/2020	1/18/2020	1/31/2020	1/21/2020	1/21/2020	1/22/2020
4	1	1/19/2020	2/1/2020	2/14/2020	2/4/2020	2/4/2020	2/5/2020
5	2	2/2/2020	2/15/2020	2/28/2020	2/18/2020	2/18/2020	2/19/2020
6	1	2/16/2020	2/29/2020	3/13/2020	3/3/2020	3/3/2020	3/4/2020
7	2	3/1/2020	3/14/2020	3/27/2020	3/17/2020	3/17/2020	3/18/2020
8	1	3/15/2020	3/28/2020	4/10/2020	3/31/2020	3/31/2020	4/1/2020
9	2	3/29/2020	4/11/2020	4/24/2020	4/14/2020	4/14/2020	4/15/2020
10	1	4/12/2020	4/25/2020	5/8/2020	4/28/2020	4/28/2020	4/29/2020
11	2	4/26/2020	5/9/2020	5/22/2020	5/12/2020	5/12/2020	5/13/2020
12	1	5/10/2020	5/23/2020	6/5/2020	5/26/2020	5/26/2020	5/27/2020
13	2	5/24/2020	6/6/2020	6/19/2020	6/9/2020	6/9/2020	6/10/2020
14	1	6/7/2020	6/20/2020	7/2/2020	6/23/2020	6/23/2020	6/24/2020
15	2	6/21/2020	7/4/2020	7/17/2020	7/7/2020	7/7/2020	7/8/2020
16	3	7/5/2020	7/18/2020	7/31/2020	7/21/2020	7/21/2020	7/22/2020
17	1	7/19/2020	8/1/2020	8/14/2020	8/4/2020	8/4/2020	8/5/2020
18	2	8/2/2020	8/15/2020	8/28/2020	8/18/2020	8/18/2020	8/19/2020
19	1	8/16/2020	8/29/2020	9/11/2020	9/1/2020	9/1/2020	9/2/2020
20	2	8/30/2020	9/12/2020	9/25/2020	9/15/2020	9/15/2020	9/16/2020
21	1	9/13/2020	9/26/2020	10/9/2020	9/29/2020	9/29/2020	9/30/2020
22	2	9/27/2020	10/10/2020	10/23/2020	10/13/2020	10/13/2020	10/14/2020
23	1	10/11/2020	10/24/2020	11/6/2020	10/27/2020	10/27/2020	10/28/2020
24	2	10/25/2020	11/7/2020	11/20/2020	11/9/2020	11/9/2020	11/10/2020
25	1	11/8/2020	11/21/2020	12/4/2020	11/23/2020	11/23/2020	11/24/2020
26	2	11/22/2020	12/5/2020	12/18/2020	12/8/2020	12/8/2020	12/9/2020
27	3	12/6/2020	12/19/2020	12/31/2020	12/21/2020	12/21/2020	12/22/2020