

**HUMAN RESOURCES/PAYROLL SERVICES
MONTHLY PAYROLL PROCESSING SCHEDULE
January 1 through June 30, 2020**

Posted to Website 12/11/19						
Pay Period	Leave Reports Due by 10:00am	Leave Approvals Due by 12:00pm	Paper ENPs EPAFs Ready to Apply by 5:00pm	Final Payroll in CORE	Regular Payday	Supp'l Payday
Dec Supp (JX1)			12/18/2019	1/3/2020		1/10/2020
Jan	1/16/2020	1/16/2020	1/16/2020	1/24/2020	1/31/2020	
Jan Supp (JX2)			1/30/2020	2/5/2020		2/12/2020
Feb	2/17/2020	2/17/2020	2/17/2020	2/21/2020	2/28/2020	
Feb Supp (JX3)			2/28/2020	3/5/2020		3/12/2020
Mar	3/16/2020	3/16/2020	3/16/2020	3/24/2020	3/31/2020	
Mar Supp (JX4)			3/30/2020	4/3/2020		4/10/2020
Apr	4/16/2020	4/16/2020	4/16/2020	4/23/2020	4/30/2020	
Apr Supp (JX5)			4/29/2020	5/5/2020		5/12/2020
May	5/18/2020	5/18/2020	5/18/2020	<u>5/21/2020</u>	5/29/2020	
May Supp (JX6)			6/1/2020	6/5/2020		6/12/2020
Jun	6/16/2020	6/16/2020	6/16/2020	6/23/2020	6/30/2020	
Jun Supp (JX7)			6/26/2020	<u>7/2/2020</u>		7/10/2020

*** THESE DATES ARE EXCEPTIONS TO THE NORMAL SCHEDULE**

Estimated Time Monthly Nonexempt ("J" E-Class):

December 15-28, 2019

This schedule supersedes all previous schedules. It is subject to change during holiday periods. If you have questions about payroll processing, please contact Gwen Budzene in Payroll Services at 744-7294.

The earliest effective date for Board forms is Monday after the Board meeting.

If Board forms do not meet Payroll schedules, they will be processed the following month.

If you have questions about Board processing, please call Academic Affairs 744-5627