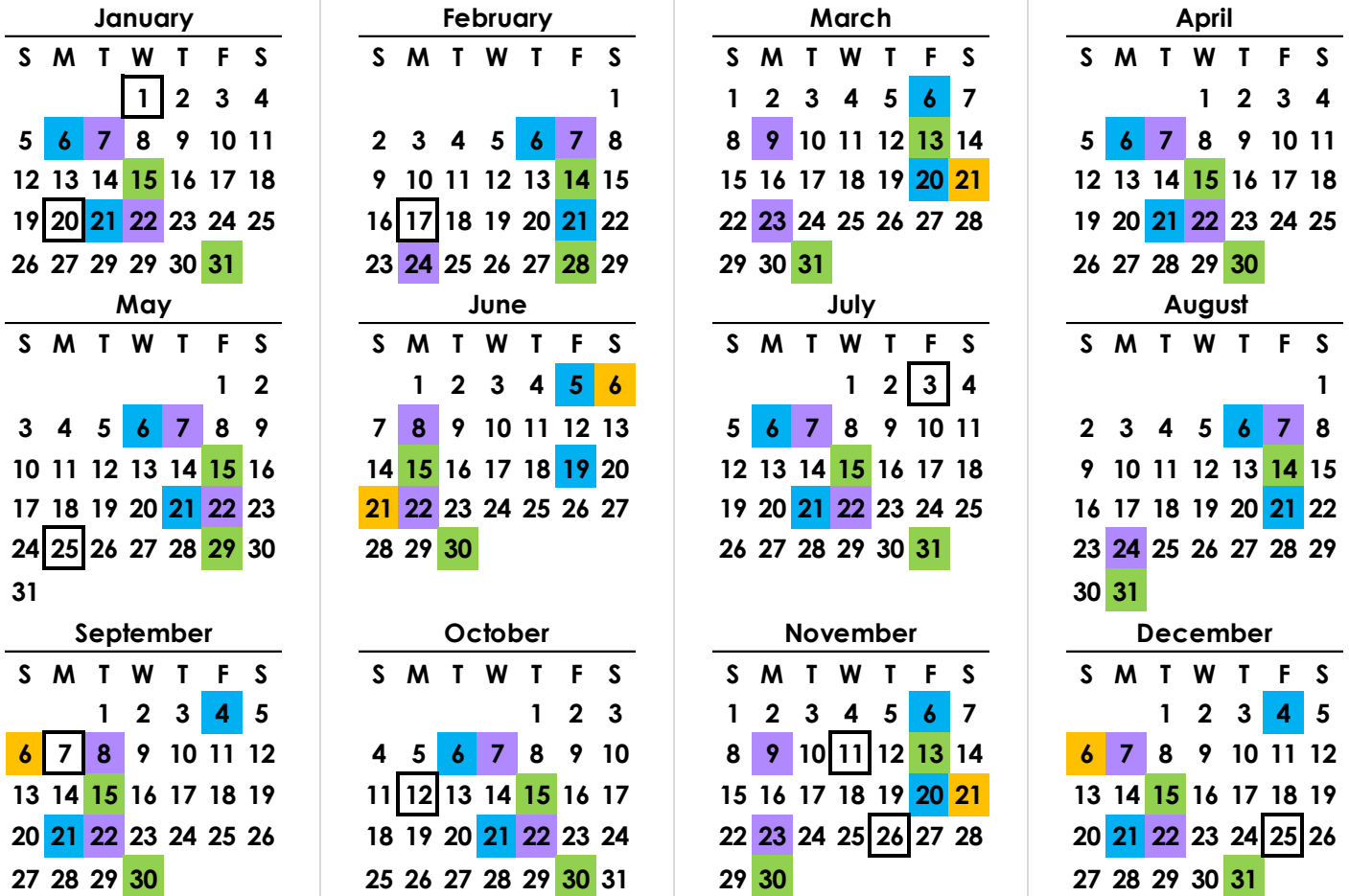




# 2020 Payroll Calendar

## Timecard Submission, Approval and Pay Dates



<input type="checkbox"/>	Indicates Federal Reserve Holiday
Student and Staff Timesheet Submission *	
Weekend Student and Staff Timesheet Submission **	
Supervisor Timesheet Approval	
Payday	

Pay period cycles close the 6<sup>th</sup> and 21<sup>st</sup> of each month. Student and staff timesheet submissions should generally be completed on these dates.

When the 6<sup>th</sup> or the 21<sup>st</sup> falls on a weekend:

\* Students and staff members regularly working Monday through Friday should submit reported time the Friday before the pay period close.

\*\* Students and staff members working weekend shifts should submit reported time on the designated “Weekend Student and Staff Timecard Submission” date.