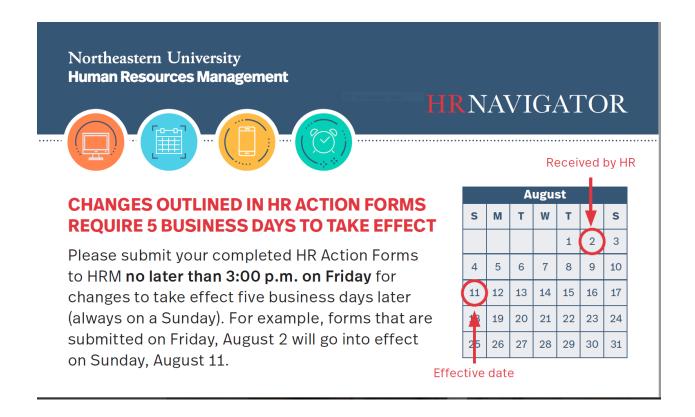




PAYROLL PROCESSING SCHEDULE 2020-2021 FISCAL YEAR

ALL ACTION FORM CHANGES MUST BE EFFECTIVE ON A SUNDAY. THE ACTION FORM MUST BE SUBMITTED TO HRM 5 DAYS PRIOR TO THE EFFECTIVE DATE.



SEMI-MONTHLY: ADMIN PROFESSIONAL AND FACULTY

Payroll information is due to HRM by the deadline dates below. This information includes:

- Hire completed
- Termination date
- Extra Compensation

SEMI-MONTHLY SCHEDULE

Please note: The PDC form follow the semi-monthly schedule.

PAY DATE	DEADLINE
4/15/2020	4/01/2020
4/30/2020	4/13/2020
5/15/2020	5/01/2020
5/29/2020	5/15/2020
6/15/2020	6/01/2020
6/30/2020	6/15/2020
7/15/2020	6/30/2020
7/31/2020	7/17/2020
8/14/2020	8/03/2020
8/31/2020	8/18/2020
9/15/2020	8/31/2020
9/30/2020	9/16/2020
10/15/2020	10/01/2020
10/30/2020	10/16/2020
11/13/2020	10/30/2020
11/30/2020	11/16/2020
12/15/2020	12/01/2020
12/31/2020	12/11/2020
1/15/2021	12/21/2020
1/29/2021	1/15/2021
2/15/2021	2/01/2021
2/26/2021	2/12/2021
3/15/2021	3/01/2021
3/31/2021	3/16/2021
4/15/2021	4/01/2021
4/30/2021	4/16/2021
5/14/2021	4/30/2021
5/31/2021	5/17/2021
6/15/2021	6/01/2021
6/30/2021	6/16/2021