

PAYROLL BI-WEEKLY 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.**

Northeastern University
Human Resources Management

HRNAVIGATOR

CHANGES OUTLINED IN HR ACTION FORMS REQUIRE 5 BUSINESS DAYS TO TAKE EFFECT

Please submit your completed HR Action Forms to HRM **no later than 3:00 p.m. on Friday** for changes to take effect five business days later (always on a Sunday). For example, forms that are submitted on Friday, August 2 will go into effect on Sunday, August 11.

Received by HR

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Effective date

BI-WEEKLY PAYROLL: OFFICE SUPPORT, TECHNICAL, CRAFTS AND TRADES, AND TEMP NON-STUDENTS

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

- Hire completed
- Termination date
- Extra Compensation

BI-WEEKLY SCHEDULE

Please note: PDC and grant-funded renewal forms follow the semi-monthly schedule.

PAY DATE	DEADLINE
8/21/2020	8/07/2020
9/04/2020	8/21/2020
9/18/2020	9/4/2020
10/02/2020	9/18/2020
10/16/2020	10/02/2020
10/30/2020	10/16/2020
11/13/2020	10/30/2020
11/27/2020	11/13/2020
12/11/2020	11/27/2020
12/24/2020	12/11/2020
1/08/2021	12/18/2020
1/22/2021	1/08/2021
2/05/2021	1/22/2021
2/19/2021	2/05/2021
3/05/2021	2/19/2021
3/19/2021	3/05/2021
4/02/2021	3/19/2021
4/16/2021	4/02/2021
4/30/2021	4/16/2021
5/14/2021	4/30/2021
5/28/2021	5/14/2021
6/11/2021	05/28/2021
6/25/2021	6/11/2021
7/09/2021	6/25/2021
7/23/2021	7/09/2021
8/06/2021	7/23/2021
8/20/2021	8/06/2021
9/03/2021	8/20/2021
9/17/2021	9/03/2021
10/01/2021	9/17/2021
10/15/2021	10/01/2021
10/29/2021	10/15/2021
11/12/2021	10/29/2021

11/26/2021	11/12/2021
12/10/2021	11/26/2021
12/24/2021	12/10/2021