

2020 WORKDAY PAYROLL SCHEDULE FOR STUDENT WORKERS, Temporary Hourly, INTERMITTENT CLASSIFIED, SPECIAL PAY Letter of Appointment Hourly

WORKDAY			
PAY PERIOD COVERED	Employee to Submit time to Supervisor no later than	Supervisor to approve no later than	Payday
12/16/19 – 12/31/19	1st	Jan 3, 2020	01/10/20
01/01/20 - 01/15/20	16th	Jan 17, 2020	1/24/20
01/16/20 - 01/31/20	1st	Feb 3, 2020	2/10/20
02/01/20 - 02/15/20	16th	Feb 18, 2020	2/25/20
02/16/20 - 02/29/20	1st	Mar 3, 2020	3/10/20
03/01/20 – 03/15/20	16th	Mar 18, 2020	3/25/20
03/16/20 – 03/31/20	1st	April 3, 2020	4/10/20
04/01/20 – 04/15/20	16th	April 17, 2020	4/24/20
04/16/20 – 04/30/20	1st	May 1, 2020	5/08/20
05/01/20 – 05/15/20	16th	May 18, 2020	5/22/20
05/16/20 – 05/31/20	1st	June 3, 2020	6/10/20
06/01/20 – 06/15/20	16th	June 18, 2020	6/25/20

Due to weekends & holidays, the deadline for Supervisor approval can be one day before payroll processing. Please verify that all work tags are in place and there are no errors on your time block entries. Be mindful of all red error flags that come up upon submission and approval. One error flag prevents payment of entire pay period for the employee.