

PAY: Payroll Cutoff Schedules for 2019-2020

Employee

Payroll Cutoff Schedule

Monthly		Semi-Monthly		Adjustment Periods				
Monthly Pay Date	Pay Period	Semi-Monthly Pay Date	Pay Period	Pay Complete No Data Entry Dates	Adjustments to Time Entry Locked (8:00 a.m.) Retro for Pay Period must go to Payroll	Adjustments to Time Entry for Pay Period Unlocked (8:00a.m.)	Pay Period Closed Retro Payments must be requested from Payroll	Primary Job Switch Open Days *Half Days 11:00am to 5:00pm
Jul 01	Jun 01-30	Jun 10 Jun 25	May 16-31 Jun 01-15	Jun 05 Jun 20 Jun 26	Jun 05 Jun 20	Jun 06 Jun 21	Jul 04 Jul 21 Aug 27	Jun 06-12 Jun 21* Jun 27
Aug 01	Jul 01-31	Jul 10 Jul 25	Jun 16-30 Jul 01-15	Jul 05 Jul 22 Jul 29	Jul 05 Jul 22	Jul 06 Jul 23	Aug 05 Aug 19 Sep 25	Jul 06-12 Jul 23* Jul 30
Sep 03	Aug 01-31	Aug 09 Aug 23	Jul 16-31 Aug 01-15	Aug 06 Aug 20 Aug 28	Aug 06 Aug 20	Aug 07 Aug 21	Sep 04 Sep 19 Oct 28	Aug 07-12 Aug 21* Aug 29
Oct 01	Sep 01-30	Sep 10 Sep 25	Aug 16-31 Sep 01-15	Sep 05 Sep 20 Sep 26	Sep 05 Sep 20	Sep 06 Sep 21	Oct 06 Oct 20 Nov 24	Sep 06-12 Sep 23* Sep 27
Nov 01	Oct 01-31	Oct 10 Oct 24	Sep 16-30 Oct 01-15	Oct 07 Oct 21 Oct 29	Oct 07 Oct 21	Oct 08 Oct 22	Nov 04 Nov 19 Dec 26	Oct 08-14 Oct 22* Oct 30
Dec 02	Nov 01-30	Nov 08 Nov 25	Oct 16-31 Nov 01-15	Nov 05 Nov 20 Nov 25	Nov 05 Nov 20	Nov 06 Nov 21	Dec 04 Dec 18 Jan 28, 2020	Nov 06-12 Nov 27



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Jan 02 2020	Dec 01-31	Dec 10 Dec 24	Nov 16-30 Dec 01-15	Dec 05 Dec 19 Dec 27	Dec 05 Dec 19	Dec 06 Dec 20	Jan 06 Jan 20 Feb 25	Dec 06-10 Dec 20* Dec 30
Feb 03 2020	Jan 01-31	Jan 10 Jan 24	Dec 16-31 Jan 01-15	Jan 07 Jan 21 Jan 29	Jan 07 Jan 21	Jan 08 Jan 22	Feb 04 Feb 19 Mar 26	Jan 08-13 Jan 22* Jan 30*
Mar 02 2020	Feb 01-29	Feb 10 Feb 25	Jan 16-31 Feb 01-15	Feb 05 Feb 20 Feb 26	Feb 05 Feb 20	Feb 06 Feb 21	Mar 04 Mar 19 Apr 27	Feb 06-12 Feb 27*
Apr 01 2020	Mar 01-31	Mar 10 Mar 25	Feb 16-29 Mar 01-15	Mar 05 Mar 20 Mar 27	Mar 05 Mar 20	Mar 06 Mar 21	Apr 06 Apr 20 May 26	Mar 06-13 Mar 23* Mar 30-31
May 01 2020	Apr 01-30	Apr 10 Apr 24	Mar 16-31 Apr 01-15	Apr 07 Apr 21 Apr 28	Apr 07 Apr 21	Apr 08 Apr 22	May 04 May 18 Jun 25	Apr 08-14 Apr 22* Apr 29
Jun 01 2020	May 01-31	May 08 May 22	Apr 16-30 May 01-15	May 05 May 19 May 27	May 05 May 19	May 06 May 20	Jun 04 Jun 19 Jul 28	May 06-12 May 20* May 28
Jul 01 2020	Jun 01-30	Jun 10 Jun 25	May 16-31 Jun 01-15	Jun 05 Jun 22 Jun 26	Jun 05 Jun 22	Jun 06 Jun 23	Jul 06 Jul 20 Aug 26	Jun 08-15 Jun 23* Jun 29-30

