

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

<b>WORKDAY</b>			
<b>PAY PERIOD COVERED</b>	<b>Employee to Submit time to Supervisor no later than</b>	<b>Supervisor to approve no later than</b>	<b>Payday</b>
<b>06/16/20 – 06/30/20</b>	<b>1st</b>	<b>Jul 02, 2020</b>	<b>07/10/20</b>
<b>07/01/20 - 07/15/20</b>	<b>16<sup>th</sup></b>	<b>Jul 17, 2020</b>	<b>07/24/20</b>
<b>07/16/20 - 07/31/20</b>	<b>1<sup>st</sup></b>	<b>Aug 03, 2020</b>	<b>08/10/20</b>
<b>08/01/20 - 08/15/20</b>	<b>16<sup>th</sup></b>	<b>Aug 18, 2020</b>	<b>08/25/20</b>
<b>08/16/20 - 08/31/20</b>	<b>1<sup>st</sup></b>	<b>Sept 02, 2020</b>	<b>09/10/20</b>
<b>09/01/20 – 09/15/20</b>	<b>16<sup>th</sup></b>	<b>Sept 18, 2020</b>	<b>09/25/20</b>
<b>09/16/20 – 09/30/20</b>	<b>1<sup>st</sup></b>	<b>Oct 02, 2020</b>	<b>10/09/20</b>
<b>10/01/20 – 10/15/20</b>	<b>16<sup>th</sup></b>	<b>Oct 19, 2020</b>	<b>10/23/20</b>
<b>10/16/20 – 10/31/20</b>	<b>1<sup>st</sup></b>	<b>Nov 03 2020</b>	<b>11/10/20</b>
<b>11/01/20 – 11/15/20</b>	<b>16<sup>th</sup></b>	<b>Nov 18, 2020</b>	<b>11/25/20</b>
<b>11/16/20 – 11/30/20</b>	<b>1<sup>st</sup></b>	<b>Dec 03, 2020</b>	<b>12/10/20</b>
<b>12/01/20 – 12/15/20</b>	<b>16<sup>th</sup></b>	<b>Dec 17, 2020</b>	<b>12/24/20</b>
<b>12/16/20 – 12/31/20</b>	<b>1<sup>st</sup></b>	<b>Jan 04, 2021</b>	<b>01/08/21</b>
<b>01/01/21 – 01/15/21</b>	<b>16<sup>th</sup></b>	<b>Jan 19, 2021</b>	<b>01/25/21</b>
<b>01/16/21 – 01/31/21</b>	<b>1<sup>st</sup></b>	<b>Feb 03, 2021</b>	<b>02/10/21</b>
<b>02/01/21 – 02/15/21</b>	<b>16<sup>th</sup></b>	<b>Feb 18, 2021</b>	<b>02/25/21</b>
<b>02/16/21 – 02/28/21</b>	<b>1<sup>st</sup></b>	<b>Mar 03, 2021</b>	<b>03/10/21</b>
<b>03/01/21 – 03/15/21</b>	<b>16<sup>th</sup></b>	<b>Mar 18, 2021</b>	<b>03/25/21</b>
<b>03/16/21 – 03/31/21</b>	<b>1<sup>st</sup></b>	<b>Apr 02, 2021</b>	<b>04/09/21</b>
<b>04/01/21 – 04/15/21</b>	<b>16<sup>th</sup></b>	<b>Apr 19, 2021</b>	<b>04/23/21</b>
<b>04/16/21 – 04/30/21</b>	<b>1<sup>st</sup></b>	<b>May 03, 2021</b>	<b>05/10/21</b>
<b>05/01/21 – 05/15/21</b>	<b>16<sup>th</sup></b>	<b>May 18, 2021</b>	<b>05/25/21</b>
<b>05/16/21 – 05/31/21</b>	<b>1<sup>st</sup></b>	<b>Jun 03, 2021</b>	<b>06/10/21</b>
<b>06/01/21 - 06/15/21</b>	<b>16<sup>th</sup></b>	<b>Jun 18, 2021</b>	<b>06/25/21</b>

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.