

PAY PERIODS, CORRESPONDING TIME SHEET DUE DATES AND PAY DATES

THE CAMPUS SECRETARY OR DEPARTMENT(S) HEAD THAT ARE RESPONSIBLE FOR TIME SHEETS, SHOULD HAVE TIME SHEETS SIGNED AND DATED BY YOUR EMPLOYEES BY THE DUE DATES BELOW IN ORDER FOR THE EMPLOYEES TO BE PAID. TIME CLOCK CORRECTIONS SHOULD BE READY TO GO BY THAT DATE NO LATER THAN 12:00 P.M. ON THE DUE DATE. TIME CLOCK CORRECTIONS RECEIVED **AFTER** THE DUE DATE WILL NEED TO BE REPORTED TO PAYROLL ASAP AND WILL BE PAID ON THE **FOLLOWING** PAYROLL CHECK

<u>PAY PERIOD DATES</u>	<u>DUE DATE FOR CENTRAL OFFICE</u>	<u>PAY DATE</u>
08/18/19 - 08/31/19	09/03/19	09/13/19
09/01/19 - 09/14/19	09/16/19	09/30/19
09/15/19 - 09/28/19	09/30/19	10/15/19
09/29/19 - 10/12/19	10/14/19	10/30/19
10/13/19 - 10/26/19	10/28/19	11/15/19
10/27/19 - 11/09/19	11/11/19	11/25/19
11/10/19 - 11/23/19	11/25/19	12/06/19
11/24/19 - 12/14/19	12/16/19	12/19/19
12/15/19 - 01/04/20	01/06/20	01/15/20
	MUST BE CORRECTED BEFORE 10:00AM	
01/05/20 - 01/18/20	01/20/20	01/30/20
01/19/20 - 02/01/20	02/03/20	02/14/20
02/02/20 - 02/15/20	02/17/20	02/28/20
02/16/20 - 02/29/20	03/02/20	03/06/20
03/01/20 - 03/14/20	03/16/20	03/27/20
03/15/20 - 03/28/20	03/30/20	04/15/20
03/29/20 - 04/11/20	04/14/20	04/30/20
04/12/20 - 05/02/20	05/04/20	05/15/20
05/03/20 - 05/16/20	05/18/20	05/29/20
05/17/20 - 05/30/20	06/01/20	06/11/20
05/31/20 - 06/13/20	06/15/20	06/25/20
06/14/20 - 07/04/20	07/06/20	07/15/20
07/05/20 - 07/18/20	07/20/20	07/30/20
07/19/20 - 08/01/20	08/03/20	08/14/20
08/02/20 - 08/15/20	08/17/20	08/28/20

*** SUBSTITUTES WILL BE PAID corrected 9/16/19**