Monthly Payroll Schedule for FY 2019-2020

(April 2019 through May 2020)

Change effective with October 2019 pay

Pay Period	New Hire E-Action Due by:	Current Employee Data Changes (e.g. E-Actions, Taxes, Direct Deposit) Due by:	Electronic Leave Report Approvals Due by:	Pay Day
Apr 01 - Apr 30	Apr 08	Apr 17	May 01	Apr 30
May 01 - May 31	May 06	May 08	Jun 03	May 31
Jun 01 - Jun 30	Jun 03	Jun 05	Jul 01	Jun 28
Jul 01 - Jul 31	Jul 15	Jul 17	Aug 01	Jul 31
Aug 01 - Aug 31	Aug 12	Aug 14	Sep 02	Aug 30
Sep 01 - Sep 30	Sep 09	Sep 11	Oct 01	Sep 30
Oct 01 - Oct 31	**14 days** prior to date of hire for Faculty & Staff **7 days** prior to date of hire for Students	Oct 09	Nov 01	Oct 31
Nov 01 - Nov 30		Nov 06	Dec 02	Nov 29
Dec 01 - Dec 31		Dec 04	Jan 01	Dec 31
Jan 01 - Jan 31		Jan 15	Feb 03	Jan 31
Feb 01 - Feb 29		Feb 12	Mar 02	Feb 28
Mar 01 - Mar 31		Mar 31	Apr 01	Mar 31
Apr 01 - Apr 30		Apr 08	May 01	Apr 30
May 01 - May 31		May 06	Jun 01	May 29
Jun 01 - Jun 30		Jun 03	Jul 01	Jun 30

(Subject to Change)

*Due earlier than normal