



2020 Bi-weekly Payroll Calendar and Web Time Entry Due dates for Hourly Temporary Employees and Supervisors

BW#	Bi-weekly pay period		Timesheet deadline		Approval deadline		Payday
	Work Week Begins on....	Work Week Ends on....	Employees time due by cut off time....		Supervisors timesheet approval due date....	Supervisors timesheet submission cut-off time....	
1	12/9/2019	12/22/2019	12/23/2019	11:30 PM	12/24/2019	11:30 PM	1/3/2020
2	12/23/2019	1/5/2020	1/6/2020	12 Midnight	1/7/2020	12:30 PM	1/17/2020
3	1/6/2020	1/19/2020	1/20/2020	12 Midnight	1/21/2020	12:30 PM	1/31/2020
4	1/20/2020	2/2/2020	2/3/2020	12 Midnight	2/4/2020	12:30 PM	2/14/2020
5	2/3/2020	2/16/2020	2/17/2020	12 Midnight	2/18/2020	12:30 PM	2/28/2020
6	2/17/2020	3/1/2020	3/2/2020	12 Midnight	3/3/2020	12:30 PM	3/13/2020
7	3/2/2020	3/15/2020	3/16/2020	12 Midnight	3/17/2020	12:30 PM	3/27/2020
8	3/16/2020	3/29/2020	3/30/2020	12 Midnight	3/31/2020	12:30 PM	*4/9/2020
9	3/30/2020	4/12/2020	4/13/2020	12 Midnight	4/14/2020	12:30 PM	4/24/2020
10	4/13/2020	4/26/2020	4/27/2020	12 Midnight	4/28/2020	12:30 PM	5/8/2020
11	4/27/2020	5/10/2020	5/11/2020	12 Midnight	5/12/2020	12:30 PM	5/22/2020
12	5/11/2020	5/24/2020	5/25/2020	12 Midnight	5/26/2020	12:30 PM	6/5/2020
13	5/25/2020	6/7/2020	6/8/2020	12 Midnight	6/9/2020	12:30 PM	6/19/2020
14	6/8/2020	6/21/2020	6/22/2020	12 Midnight	6/23/2020	12:30 PM	*7/2/2020
15	6/22/2020	7/5/2020	7/6/2020	12 Midnight	7/7/2020	12:30 PM	7/17/2020
16	7/6/2020	7/19/2020	7/20/2020	12 Midnight	7/21/2020	12:30 PM	7/31/2020
17	7/20/2020	8/2/2020	8/3/2020	12 Midnight	8/4/2020	12:30 PM	8/14/2020
18	8/3/2020	8/16/2020	8/17/2020	12 Midnight	8/18/2020	12:30 PM	8/28/2020
19	8/17/2020	8/30/2020	8/31/2020	12 Midnight	9/1/2020	12:30 PM	9/11/2020
20	8/31/2020	9/13/2020	9/14/2020	12 Midnight	9/15/2020	12:30 PM	9/25/2020
21	9/14/2020	9/27/2020	9/28/2020	12 Midnight	9/29/2020	12:30 PM	10/9/2020
22	9/28/2020	10/11/2020	10/12/2020	12 Midnight	10/13/2020	12:30 PM	10/23/2020
23	10/12/2020	10/25/2020	10/26/2020	12 Midnight	10/27/2020	12:30 PM	11/6/2020
24	10/26/2020	11/8/2020	11/9/2020	12 Midnight	11/10/2020	12:30 PM	11/20/2020
25	11/9/2020	11/22/2020	11/23/2020	12 Midnight	11/24/2020	12:30 PM	12/4/2020
26	11/23/2020	12/6/2020	12/7/2020	12 Midnight	12/8/2020	12:30 PM	12/18/2020
1	12/7/2020	12/20/2020	12/21/2020	12 Midnight	12/22/2020	12:30 PM	12/31/2020

Important: Hourly Temporary Employees must submit their timesheet NO LATER than the Time Entry Due Date and submission time. Employees *will not* have access to their timesheet/s after the submission deadline. If an hourly employee fails to open their timesheet/s before the end of the pay period, the hourly employee will need to submit an electronic late timesheet. **Which will be paid in the next pay period cycle.** Supervisors must approve timesheets before the cut off/ lock out deadline.

* Pay date adjusted due to Holiday