



2020 Semi-Monthly PAYROLL SCHEDULE

<i>Work Period (work performed) Start Date through End Date</i>		<i>Must Be Submitted By (Vouchers and Expense Reports)</i>	<i>For Pay Date of</i>
<i>December 16, 2019</i>	<i>December 31, 2019</i>	January 8, 2020	January 15, 2020
<i>January 1, 2020</i>	<i>January 15, 2020</i>	January 24, 2020	January 31, 2020
<i>January 16, 2020</i>	<i>January 31, 2020</i>	February 7, 2020	February 14, 2020
<i>February 1, 2020</i>	<i>February 15, 2020</i>	February 21, 2020	February 28, 2020
<i>February 16, 2020</i>	<i>February 29, 2020</i>	March 9, 2020	March 16, 2020
<i>March 1, 2020</i>	<i>March 15, 2020</i>	March 24, 2020	March 31, 2020
<i>March 16, 2020</i>	<i>March 31, 2020</i>	April 8, 2020	April 15, 2020
<i>April 1, 2020</i>	<i>April 15, 2020</i>	April 23, 2020	April 30, 2020
<i>April 16, 2020</i>	<i>April 30, 2020</i>	May 8, 2020	May 15, 2020
<i>May 1, 2020</i>	<i>May 15, 2020</i>	May 22, 2020	May 29, 2020
<i>May 16, 2020</i>	<i>May 31, 2020</i>	June 8, 2020	June 15, 2020
<i>June 1, 2020</i>	<i>June 15, 2020</i>	June 23, 2020	June 30, 2020
<i>June 16, 2020</i>	<i>June 30, 2020</i>	July 8, 2020	July 15, 2020
<i>July 1, 2020</i>	<i>July 15, 2020</i>	July 24, 2020	July 31, 2020
<i>July 16, 2020</i>	<i>July 31, 2020</i>	August 10, 2020	August 17, 2020
<i>August 1, 2020</i>	<i>August 15, 2020</i>	August 24, 2020	August 31, 2020
<i>August 16, 2020</i>	<i>August 31, 2020</i>	September 8, 2020	September 15, 2020
<i>September 1, 2020</i>	<i>September 15, 2020</i>	September 23, 2020	September 30, 2020
<i>September 16, 2020</i>	<i>September 30, 2020</i>	October 8, 2020	October 15, 2020
<i>October 1, 2020</i>	<i>October 15, 2020</i>	October 23, 2020	October 30, 2020
<i>October 16, 2020</i>	<i>October 31, 2020</i>	November 9, 2020	November 16, 2020
<i>November 1, 2020</i>	<i>November 15, 2020</i>	November 23, 2020	November 30, 2020
<i>November 16, 2020</i>	<i>November 30, 2020</i>	December 8, 2020	December 15, 2020
<i>December 1, 2020</i>	<i>December 15, 2020</i>	December 24, 2020	December 31, 2020

How to Use this Schedule: For *Pay Date* of March 15, 2020, work vouchers and expense reports should be *Submitted By* March 8th, for *work performed* during the *Work Period* February 16th – February 28th.

Pay periods cover the 1st through the 15th, and the 16th through the last day of the month. In the event, you have a flight that starts in one pay period, and ends in the next, you may include all the flight days on one work voucher, and submit with the earlier pay period. In general, work performed during the first half of the month will be paid on the last day of that month, and work performed during the second half of the month will be paid on the 15th of the following month, with exceptions to when a holiday or weekend fall on those days.