

**2020 PAYROLL DEADLINES**  
*for Non-Full Time Employees (applies to  
leaves and addition to pay requests)*



**All leave requests are to be submitted to your supervisor for approval a minimum of 10 days prior to the start of your leave except in extenuating circumstances.**

In extenuating circumstances (sick, bereavement, etc.), please submit your request in accordance with the deadlines below in order to ensure that your pay/attendance is accurate.

Pay Period Start Date (Week 1)	Pay Period End Date (Week 2)	<i>Deadline for Employee to Submit</i>	<i>Deadline for Manager to Approve</i>	PAYROLL DEPOSIT DATE
December 8, 2019	December 21, 2019	December 13, 2019	December 16, 2019	January 03, 2020
December 22, 2019	January 04, 2020	January 06, 2020	January 08, 2020	January 17, 2020
January 05, 2020	January 18, 2020	January 20, 2020	January 22, 2020	January 31, 2020
January 19, 2020	February 01, 2020	February 03, 2020	February 05, 2020	February 14, 2020
February 02, 2020	February 15, 2020	February 14, 2020	February 18, 2020	February 28, 2020
February 16, 2020	February 29, 2020	March 02, 2020	March 04, 2020	March 13, 2020
March 01, 2020	March 14, 2020	March 16, 2020	March 18, 2020	March 27, 2020
March 15, 2020	March 28, 2020	March 30, 2020	April 01, 2020	April 09, 2020
March 29, 2020	April 11, 2020	April 13, 2020	April 15, 2020	April 24, 2020
April 12, 2020	April 25, 2020	April 27, 2020	April 29, 2020	May 08, 2020
April 26, 2020	May 09, 2020	May 11, 2020	May 13, 2020	May 22, 2020
May 10, 2020	May 23, 2020	May 25, 2020	May 27, 2020	June 05, 2020
May 24, 2020	June 06, 2020	June 08, 2020	June 10, 2020	June 19, 2020
June 07, 2020	June 20, 2020	June 22, 2020	June 24, 2020	July 03, 2020
June 21, 2020	July 04, 2020	July 06, 2020	July 08, 2020	July 17, 2020
July 05, 2020	July 18, 2020	July 20, 2020	July 22, 2020	July 31, 2020
July 19, 2020	August 01, 2020	August 04, 2020	August 05, 2020	August 14, 2020
August 02, 2020	August 15, 2020	August 17, 2020	August 19, 2020	August 28, 2020
August 16, 2020	August 29, 2020	August 31, 2020	September 02, 2020	September 11, 2020
August 30, 2020	September 12, 2020	September 14, 2020	September 16, 2020	September 25, 2020
September 13, 2020	September 26, 2020	September 28, 2020	September 30, 2020	October 09, 2020
September 27, 2020	October 10, 2020	October 13, 2020	October 14, 2020	October 23, 2020
October 11, 2020	October 24, 2020	October 26, 2020	October 28, 2020	November 06, 2020
October 25, 2020	November 07, 2020	November 09, 2020	November 11, 2020	November 20, 2020
November 08, 2020	November 21, 2020	November 23, 2020	November 25, 2020	December 04, 2020
November 22, 2020	December 05, 2020	December 07, 2020	December 08, 2020	December 18, 2020
December 06, 2020	December 19, 2020	December 16, 2020	December 17, 2020	December 31, 2020

***All late addition to pay requests will be paid on the following pay date.***

***\*\* Revisions to some dates may be required\*\****