

MEMORANDUM

TO: Supervisors of Student, Temporary or Overtime Employees

FROM: Viki Law, Disbursements Manager

DATE: April 10, 2019

SUBJECT: Payroll Dates for FY 2020

FOR PAY PERIOD ENDING:	FINAL DATE TO SUBMIT DOCUMENTS TO PAYROLL:	TIMESHEETS SHOULD INCLUDE THE FOLLOWING DATES ONLY:	PAYCHECK WILL BE ISSUED:
July 15, 2019	July 1, 2019	June 16 - June 30, 2019	July 15, 2019
July 31, 2019	July 16, 2019	July 1 - July 15, 2019	July 31, 2019
August 15, 2019	August 1, 2019	July 16 - July 31, 2019	August 15, 2019
August 31, 2019	August 16, 2019	August 1 - August 15, 2019	August 30, 2019
September 15, 2019	September 3, 2019	August 16 - August 31, 2019	September 13, 2019
September 30, 2019	September 16, 2019	September 1 - September 15, 2019	September 30, 2019
October 15, 2019	October 1, 2019	September 16 - September 30, 2019	October 15, 2019
October 31, 2019	October 16, 2019	October 1 - October 15, 2019	October 31, 2019
November 15, 2019	November 1, 2019	October 16 - October 31, 2019	November 15, 2019
**November 30, 2019	November 18, 2019	November 1 - November 15, 2019	November 26, 2019
**December 15, 2019	December 2, 2019	November 16 - November 30, 2019	December 13, 2019
**December 31, 2019	December 9, 2019	December 1 - December 6, 2019	December 20, 2019
January 15, 2020	January 6, 2020	December 7 - December 31, 2019	January 15, 2020
January 31, 2020	January 16, 2020	January 1 - January 15, 2020	January 31, 2020
February 15, 2020	February 3, 2020	January 16 - January 31, 2020	February 14, 2020
February 29, 2020	February 17, 2020	February 1 - February 15, 2020	February 28, 2020
**March 15, 2020	February 28, 2020	February 16 - February 21, 2020	March 06, 2020
March 31, 2020	March 16, 2020	February 22 - March 15, 2020	March 31, 2020
April 15, 2020	April 1, 2020	March 16 - March 31, 2020	April 15, 2020
April 30, 2020	April 16, 2020	April 1 - April 15, 2020	April 30, 2020
May 15, 2020	May 1, 2020	April 16 - April 30, 2020	May 15, 2020
May 31, 2020	May 18, 2020	May 1 - May 15, 2020	May 28, 2020
June 15, 2020	June 1, 2020	May 16 - May 31, 2020	June 15, 2020
June 30, 2020	June 16, 2020	June 1 - June 15, 2020	June 30, 2020

****Indicates schedule variations due to LLCC closures**

Please make sure that the correct **BUDGET ACCOUNT NUMBER** and the **APPROPRIATE SIGNATURES** are on each payroll document. To insure that employees are paid on time, it is imperative that all payroll documents are received on or before the final submission dates.

CHECKS MAY BE PICKED UP ON THE PAY CHECK ISSUE DATES IN THE HUMAN RESOURCE OFFICE BETWEEN: 9:00 A.M. AND 3:00 P.M. AFTER 3:00 P.M. REMAINING CHECKS WILL BE MAILED.