

Faculty

Faculty: Academic Year

Month	Check Date	Document Receipt Date to Payroll*
Aug-19	8/30/19	8/16/19
Sep-19	9/30/19	9/16/19
Oct-19	10/31/19	10/17/19
Nov-19	11/29/19	11/15/19
Dec-19	12/31/19	12/10/19
Jan-20	1/31/20	1/17/20
Feb-20	2/28/20	2/14/20
Mar-20	3/31/20	3/17/20
Apr-20	4/30/20	4/16/20
May-20	5/29/20	5/15/20

SUMMER		
Maymester 2020	5/29/20	5/15/2020
Jun-20	6/30/20	6/16/2020
Jul-20	7/31/20	7/17/2020

Faculty: Fiscal Year

Month	Check Date	Document Receipt Date to Payroll*
Jul-19	7/31/19	7/17/19
Aug-19	8/30/19	8/16/19
Sep-19	9/30/19	9/16/19
Oct-19	10/31/19	10/17/19
Nov-19	11/29/19	11/8/19
Dec-19	12/31/19	12/10/19
Jan-20	1/31/20	1/17/20
Feb-20	2/28/20	2/14/20
Mar-20	3/31/20	3/17/20
Apr-20	4/30/20	4/16/20
May-20	5/29/20	5/15/20
Jun-20	6/30/20	6/16/20

Part-Time Instructor

Month	Check Date	Document Receipt Date to Payroll*
Aug-19	8/30/19	8/16/19
Sep-19	9/30/19	9/16/19
Oct-19	10/31/19	10/17/19
Nov-19	11/29/19	11/15/19
Dec-19	12/31/19	12/10/19
Jan-20	1/31/20	1/17/20
Feb-20	2/28/20	2/14/20
Mar-20	3/31/20	3/17/20
Apr-20	4/30/20	4/16/20
May-20	5/29/20	5/15/20

SUMMER		
Maymester 2020	5/29/20	5/15/2020
Jun-20	6/30/20	6/16/2020
Jul-20	7/31/20	7/17/2020

- *1) Units must fully approve MSS Hire/Transfer/Promotion Transactions at least 10 business days prior to the effective date of the transaction. Additionally, New Hires must submit Hire Packets at least 10 business days prior to the Hire/Rehire Date.
- 2) Change in Funding Transactions must be fully approved one business day prior to the Time & Labor/Absence Management Lock Out deadline.