

Staff

Monthly Staff

Month	Pay Period Begins	Pay Period Ends	Check Date	Document Receipt Date to Payroll*	Fiscal Year 2020 Sheet Period
Jul-19	7/1/19	7/31/19	7/31/19	7/17/19	1
Aug-19	8/1/19	8/31/19	8/30/19	8/16/19	2
Sep-19	9/1/19	9/30/19	9/30/19	9/16/19	3
Oct-19	10/1/19	10/31/19	10/31/19	10/17/19	4
Nov-19	11/1/19	11/30/19	11/29/19	11/11/19	5
Dec-19	12/1/19	12/31/19	12/31/19	12/12/19	6
Jan-20	1/1/20	1/31/20	1/31/20	1/17/20	7
Feb-20	2/1/20	2/29/20	2/28/20	2/14/20	8
Mar-20	3/1/20	3/31/20	3/31/20	3/17/20	9
Apr-20	4/1/20	4/30/20	4/30/20	4/16/20	10
May-20	5/1/20	5/31/20	5/29/20	5/15/20	11
Jun-20	6/1/20	6/30/20	6/28/20	6/14/20	12

Bi-Weekly Staff Time and Labor & Absence Management Schedule

Month	Pay Period Begins	Pay Period Ends	Check Date	Time and Labor & Absence Management Lock Out at Noon	Time and Labor & Absence Management Reopens	Document Receipt Date to Payroll*	Fiscal Year 2020 Time Period	
Jul-19	6/30/19	7/13/19	7/19/19	7/12/19	7/17/19	6/22/18	1	
	7/14/19	7/27/19	8/2/19	7/28/19	7/31/19	7/6/18	2	
Aug-19	7/28/19	8/10/19	8/16/19	8/11/19	8/14/19	7/20/18	3	
	8/11/19	8/24/19	8/30/19	8/25/19	8/28/19	8/16/19	4	
	8/25/19	9/7/19	9/13/19	9/8/19	9/11/19	8/30/19	5	
Sep-19	9/8/19	9/21/19	9/27/19	9/22/19	9/25/19	9/13/19	6	
	9/22/19	10/5/19	10/11/19	10/6/19	10/9/19	9/27/19	7	
Oct-19	10/6/19	10/19/19	10/25/19	10/20/19	10/23/19	10/11/19	8	
	10/20/19	11/2/19	11/8/19	11/3/19	11/6/19	10/25/19	9	
Nov-19	11/3/19	11/16/19	11/22/19	11/17/19	11/20/19	11/8/19	10	
	11/17/19	11/30/19	12/6/19	11/29/19	12/4/19	11/22/19	11	
Dec-19	12/1/19	12/14/19	12/20/19	12/15/19	12/18/19	12/4/19	12	
	12/15/19	12/28/19	1/3/20	12/29/19	1/1/20	12/20/19	13	Time and Labor & Absence Management will Close at 10:00 on Friday, December 27th
Jan-20	12/29/19	1/11/20	1/17/20	1/9/20	1/15/20	12/7/18	14	
	1/12/20	1/25/20	1/31/20	1/13/19	1/29/20	1/4/19	15	
Feb-20	1/26/20	2/8/20	2/14/20	1/27/19	2/12/20	1/31/20	16	
	2/9/20	2/22/20	2/28/20	2/10/19	2/26/20	2/14/20	17	
Mar-20	2/23/20	3/7/20	3/13/20	2/24/19	3/11/20	2/28/20	18	
	3/8/20	3/21/20	3/27/20	3/10/19	3/25/20	3/13/20	19	
Apr-20	3/22/20	4/4/20	4/10/20	3/24/19	4/8/20	3/27/20	20	
	4/5/20	4/18/20	4/24/20	4/7/19	4/22/20	4/10/20	21	
May-20	4/19/20	5/2/20	5/8/20	4/21/19	5/6/20	4/24/20	22	
	5/3/20	5/16/20	5/22/20	5/5/19	5/20/20	5/8/20	23	
Jun-20	5/17/20	5/30/20	6/5/20	5/19/19	6/3/20	5/22/20	24	
	5/31/20	6/13/20	6/19/20	6/2/19	6/17/20	6/5/20	25	
	6/14/20	6/27/20	7/3/20	6/16/19	7/1/20	6/19/20	26	Time and Labor & Absence Management will Close at 10:00 on Friday, June 26th
Jul-20	6/28/20	7/11/20	7/17/20	6/28/19	7/15/20	7/3/20	1	
	7/12/20	7/25/20	7/31/20	7/14/19	7/29/20	7/17/20	2	

Fee-Based Staff

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	11/10/19
Dec-19	12/31/19	12/12/17
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

*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.