

2020 Time Sheets Due Date Schedule

Listed below are the pay periods, time sheet due dates, and designated pay dates for 2020.

PLEASE NOTE: COMPLETION AND APPROVAL OF TIME SHEETS ARE DUE BY NOON ON THE DESIGNATED DUE DATE.

TIME SHEETS COMPLETED AND/OR APPROVED AFTER THE DUE DATE MAY NOT BE PROCESSED UNTIL THE NEXT PAYROLL. WHEN THE DUE DATE IS ON OR PRIOR TO THE END DATE OF THE PAY PERIOD, HOURS SHOULD BE ESTIMATED FOR THE CURRENT PAY PERIOD AND CAN BE ADJUSTED AS NECESSARY WITH THE FOLLOWING PAY PERIOD.

<u>Payroll #</u>	<u>Pay Period</u>	<u>Time sheets Due</u>		<u>Pay Date</u>
		<u>Completed by</u>	<u>Approved by</u>	
20A	12/16/19 - 12/31/19	12/19/19	12/20/19	01/07/20
20B	01/01/20 - 01/15/20	01/14/20	01/15/20	01/22/20
20C	01/16/20 - 01/31/20	01/31/20	02/03/20	02/07/20
20D	02/01/20 - 02/15/20	02/13/20	02/14/20	02/21/20
20E	02/16/20 - 02/29/20	02/28/20	03/02/20	03/06/20
20F	03/01/20 - 03/15/20	03/16/20	03/17/20	03/23/20
20G	03/16/20 - 03/31/20	03/31/20	04/01/20	04/07/20
20H	04/01/20 - 04/15/20	04/15/20	04/16/20	04/22/20
20I	04/16/20 - 04/30/20	04/30/20	05/01/20	05/07/20
20J	05/01/20 - 05/15/20	05/15/20	05/18/20	05/22/20
20K	05/16/20 - 05/31/20	06/01/20	06/02/20	06/08/20
20L	06/01/20 - 06/15/20	06/15/20	06/16/20	06/22/20
20M	06/16/20 - 06/30/20	06/29/20	06/30/20	07/07/20
20N	07/01/20 - 07/15/20	07/15/20	07/16/20	07/22/20
20O	07/16/20 - 07/31/20	07/31/20	08/03/20	08/07/20
20P	08/01/20 - 08/15/20	08/14/20	08/17/20	08/21/20
20Q	08/16/20 - 08/31/20	08/31/20	09/01/20	09/08/20
20R	09/01/20 - 09/15/20	09/15/20	09/16/20	09/22/20
20S	09/16/20 - 09/30/20	09/30/20	10/01/20	10/07/20
20T	10/01/20 - 10/15/20	10/15/20	10/16/20	10/22/20
20U	10/16/20 - 10/31/20	10/30/20	11/02/20	11/06/20
20V	11/01/20 - 11/15/20	11/16/20	11/17/20	11/23/20
20W	11/16/20 - 11/30/20	11/30/20	12/01/20	12/07/20
20X	12/01/20 - 12/15/20	12/15/20	12/16/20	12/22/20

SCU paydays are currently the 7th (for work from the 16th to the end of the previous month) and the 22nd (for work from the 1st to the 16th of the current month). When the pay date falls on Saturday, the checks will be issued on the proceeding Friday and when the pay date falls on Sunday the check will be issued on the following Monday.

Payroll Advices are available on Workday.

Employees not set up with direct deposit as payment election will receive live check and will be mailed to address of record.