

**2019-20 HR/PAYROLL PROCESSING SCHEDULES FOR REGULAR AND
YEAR-END PAYROLLS**

| HUMAN RESOURCES PAPERWORK SUBMISSION DATES (5 P.M.) FOR TIMECARD BASED ASSIGNMENTS | TIMECARD ENTRY OPENS AT 8:00 a.m. on: | TIMECARD ENTRY CLOSSES AT 5:00 p.m. on: (unless noted) |
|--|--|---|
| | Fiscal Year End 2019 | |
| Friday, June 14, 2019 - SU19 & FY | Monday, July 01, 2019 | Wednesday, July 03, 2019 |
| | | |
| | Fiscal Year 20120 | |
| Tuesday, June 25, 2019 - FY & renew | Wednesday, July 10, 2019 | Wednesday, July 15, 2020 |
| Friday, August 2, 2019 | Monday, August 12, 2019 | Thursday, August 15, 2019 |
| Monday, August 26, 2019 - FA19 | Tuesday, September 10, 2019 | Friday, September 13, 2019 |
| Wednesday, October 2, 2019 | Thursday, October 10, 2019 | Tuesday, October 15, 2019 |
| Monday, November 4, 2019 | Tuesday, November 12, 2019 | Thursday, November 14, 2019 |
| Thursday, November 28, 2019 | Friday, December 06, 2019 | Tuesday, December 10, 2019 |
| Thursday, January 2, 2020 | Friday, January 10, 2020 | Wednesday, January 15, 2020 |
| Friday, January 24, 2020 - SP20 | Monday, February 10, 2020 | Thursday, February 13, 2020 |
| Monday, March 2, 2020 | Tuesday, March 10, 2020 | Friday, March 13, 2020 |
| Thursday, April 2, 2020 | Friday, April 10, 2020 | Wednesday, April 15, 2020 |
| Friday, May 1, 2020 | Monday, May 11, 2020 | Thursday, May 14, 2020 |
| Tuesday, May 26, 2020 - SU20 | Wednesday, June 10, 2020 | Monday, June 15, 2020 |
| Tuesday, June 16, 2020 - FY & renew | Wednesday, July 01, 2020 | Monday, July 06, 2020 |
| | | |
| | Fiscal Year 2020 | |
| Thursday, July 02, 2020 | Friday, July 10, 2020 | Wednesday, July 15, 2020 |
| | | |

Prior to Beginning of Semester - HR Submission Date

**Short Entry Time Due to Holiday and County Schedule Cut-Off Date. This Limits the Payroll Entry Time. There will be
NO EXCEPTIONS TO LATE TIMECARDS**

Fiscal Year End Payroll Dates For 2019 and 2020

Submission of **complete** paperwork to the HR Office on or before the listed deadline guarantees processing for the current pay cycle. Late paperwork will be processed as time permits, but cannot be guaranteed for the pay cycle. **PLEASE NOTE: There is a separate calendar for Assignment Contract Deadlines.**