

Monthly Pay Frequency - Associated Deadlines in 2020

Pay Period	Pay Dates		HR Workflow – Final Approval	Employee Self- service Updates for Timesheets, Direct Deposit, and W-4 Tax Information	Timekeeper Entry and Self-service Approver		Gross Pay Registers Available on
			Deadline at 7:00 PM on	Deadlines at 7:00 PM on	Deadlines for MOR* and MPP* Paygroups at 10am on		
JANUARY	Friday	01-31-20	01-22-20	01-22-20	Thursday	01-23-20	01-24-20
FEBRUARY	Friday	02-28-20	02-19-20	02-19-20	Thursday	02-20-20	02-21-20
MARCH	Tuesday	03-31-20	03-25-20	03-25-20	Thursday	03-26-20	03-27-20
APRIL	Thursday	04-30-20	04-26-20	04-26-20	Monday	04-27-20	04-28-20
MAY	Friday	05-29-20	05-25-20	05-25-20	Tuesday	05-26-20	05-27-20
JUNE	Tuesday	06-30-20	06-24-20	06-24-20	Thursday	06-25-20	06-26-20
JULY	Friday	07-31-20	07-22-20	07-22-20	Thursday	07-23-20	07-24-20
AUGUST	Monday	08-31-20	08-19-20	08-19-20	Thursday	08-20-20	08-21-20
SEPTEMBER	Wednesday	09-30-20	09-23-20	09-23-20	Thursday	09-24-20	09-25-20
OCTOBER	Friday	10-30-20	10-26-20	10-26-20	Tuesday	10-27-20	10-28-20
NOVEMBER	Monday	11-30-20	11-22-20	11-22-20	Monday	11-23-20	11-24-20
DECEMBER	Thursday	12-24-20	12-20-20	12-20-20	Monday	12-17-20	12-22-20
			Early Deadline	Early Deadline	Early Deadline		Early Availability
Data entry/approval available again when Gross Pay Register available.							

Variations for **MOR** and **MPP** employees' normal work schedules are reported and processed in the month they occur. For example, leave usage that occurs in January is reported/approved by the MM-DD-YY deadline above and processed with the January monthly payroll.