

Administrative Payroll Schedule 2019 -2020

Delay in submitting documentation required for hiring may affect an employee's start and pay date.

Payroll No.	Payroll Thursday	Period Wednesday	Bi-Weekly Time Sheet Due in Payroll *	Hire Papers Due (Wed) in Budget	Hire Papers Due Wed in Human Resources **	Pay Date
26	3/21/2019 -	4/3/2019	4/4/2019	2/27/2019	3/6/2019	4/17/2019
1	4/4/2019 -	4/17/2019	4/18/2019	3/13/2019	3/20/2019	5/1/2019
2	4/18/2019 -	5/1/2019	5/2/2019	3/27/2019	4/3/2019	5/15/2019
3	5/2/2019 -	5/15/2019	5/16/2019	4/10/2019	4/17/2019	5/29/2019
4	5/16/2019 -	5/29/2019	5/30/2019	4/24/2019	5/1/2019	6/12/2019
5	5/30/2019 -	6/12/2019	6/13/2019	5/8/2019	5/15/2019	6/26/2019
6	6/13/2019 -	6/26/2019	6/27/2019	5/22/2019	5/29/2019	7/10/2019
7	6/27/2019 -	7/10/2019	7/11/2019	6/5/2019	6/12/2019	7/24/2019
8	7/11/2019 -	7/24/2019	7/25/2019	6/19/2019	6/26/2019	8/7/2019
9	7/25/2019 -	8/7/2019	8/8/2019	7/3/2019	7/10/2019	8/21/2019
10	8/8/2019 -	8/21/2019	8/22/2019	7/17/2019	7/24/2019	9/4/2019
11	8/22/2019 -	9/4/2019	9/5/2019	7/31/2019	8/7/2019	9/18/2019
12	9/5/2019 -	9/18/2019	9/19/2019	8/14/2019	8/21/2019	10/2/2019
13	9/19/2019 -	10/2/2019	10/3/2019	8/28/2019	9/4/2019	10/16/2019
14	10/3/2019 -	10/16/2019	10/17/2019	9/11/2019	9/18/2019	10/30/2019
15	10/17/2019 -	10/30/2019	10/31/2019	9/25/2019	10/2/2019	11/13/2019
16	10/31/2019 -	11/13/2019	11/14/2019	10/9/2019	10/16/2019	11/27/2019
17	11/14/2019 -	11/27/2019	11/28/2019	10/23/2019	10/30/2019	12/11/2019
18	11/28/2019 -	12/11/2019	12/12/2019	11/6/2019	11/13/2019	12/25/2019
19	12/12/2019 -	12/25/2019	12/26/2019	11/20/2019	11/27/2019	1/8/2020
20	12/26/2019 -	1/8/2020	1/9/2020	12/4/2019	12/11/2019	1/22/2020
21	1/9/2020 -	1/22/2020	1/23/2020	12/18/2019	12/25/2019	2/5/2020
22	1/23/2020 -	2/5/2020	2/6/2020	1/1/2020	1/8/2020	2/19/2020
23	2/6/2020 -	2/19/2020	2/20/2020	1/15/2020	1/22/2020	3/4/2020
24	2/20/2020 -	3/4/2020	3/5/2020	1/29/2020	2/5/2020	3/18/2020
25	3/5/2020 -	3/18/2020	3/19/2020	2/12/2020	2/19/2020	4/1/2020
26	3/19/2020 -	4/1/2020	4/2/2020	2/26/2020	3/4/2020	4/15/2020

***Time Sheets are due in Payroll by noon on this day.**

**** Fully Completed Appointment packets are due in Human Resources on this day:**

Personal Action Form (PAF) submitted via HRETS, I-9 form complete
with copies of acceptable ID documents, W4's, IT-2104 if needed an Extra Service Voucher,
Dual Employment Forms and/or any supporting documentation.

For Assistance call:

Human Resources: Ext. 6090

Robin Farrell, Payroll Manager: Ext. 6096

Paula Rankine, Manager, Human Resources Information Systems: Extension 6092

Yudith Espinal, Payroll Coordinator: Ext. 5905

Susan Ciliberti, Time & Attendance Coordinator: Extension 6057

Noemi Ramos-Spaziante, Benefits/Payroll Coordinator Ext. 6648