

Administrative Payroll Schedule 2020 -2021

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	3/19/2020 -	4/1/2020	4/2/2020	2/26/2020	3/4/2020	4/15/2020
1	4/2/2020 -	4/15/2020	4/16/2020	3/11/2020	3/18/2020	4/29/2020
2	4/16/2020 -	4/29/2020	4/30/2020	3/25/2020	4/1/2020	5/13/2020
3	4/30/2020 -	5/13/2020	5/14/2020	4/8/2020	4/15/2020	5/27/2020
4	5/14/2020 -	5/27/2020	5/28/2020	4/22/2020	4/29/2020	6/10/2020
5	5/28/2020 -	6/10/2020	6/11/2020	5/6/2020	5/13/2020	6/24/2020
6	6/11/2020 -	6/24/2020	6/25/2020	5/20/2020	5/27/2020	7/8/2020
7	6/25/2020 -	7/8/2020	7/9/2020	6/3/2020	6/10/2020	7/22/2020
8	7/9/2020 -	7/22/2020	7/23/2020	6/17/2020	6/24/2020	8/5/2020
9	7/23/2020 -	8/5/2020	8/6/2020	7/1/2020	7/8/2020	8/19/2020
10	8/6/2020 -	8/19/2020	8/20/2020	7/15/2020	7/22/2020	9/2/2020
11	8/20/2020 -	9/2/2020	9/3/2020	7/29/2020	8/5/2020	9/16/2020
12	9/3/2020 -	9/16/2020	9/17/2020	8/12/2020	8/19/2020	9/30/2020
13	9/17/2020 -	9/30/2020	10/1/2020	8/26/2020	9/2/2020	10/14/2020
14	10/1/2020 -	10/14/2020	10/15/2020	9/9/2020	9/16/2020	10/28/2020
15	10/15/2020 -	10/28/2020	10/29/2020	9/23/2020	9/30/2020	11/11/2020
16	10/29/2020 -	11/11/2020	11/12/2020	10/7/2020	10/14/2020	11/25/2020
17	11/12/2020 -	11/25/2020	11/26/2020	10/21/2020	10/28/2020	12/9/2020
18	11/26/2020 -	12/9/2020	12/10/2020	11/4/2020	11/11/2020	12/23/2020
19	12/10/2020 -	12/23/2020	12/24/2020	11/18/2020	11/25/2020	1/6/2021
20	12/24/2020 -	1/6/2021	1/7/2021	12/2/2020	12/9/2020	1/20/2021
21	1/7/2021 -	1/20/2021	1/21/2021	12/16/2020	12/23/2020	2/3/2021
22	1/21/2021 -	2/3/2021	2/4/2021	12/30/2020	1/6/2021	2/17/2021
23	2/4/2021 -	2/17/2021	2/18/2021	1/13/2021	1/20/2021	3/3/2021
24	2/18/2021 -	3/3/2021	3/4/2021	1/27/2021	2/3/2021	3/17/2021
25	3/4/2021 -	3/17/2021	3/18/2021	2/10/2021	2/17/2021	3/31/2021
26	3/18/2021 -	3/31/2021	4/1/2021	2/24/2021	3/3/2021	4/14/2021

***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-Spaziente

Benefits/Payroll Coordinator Ext. 6648