

Hourly (Non-Student) Payroll Schedule 2020 -2021

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

Payroll No.	Payroll Wednesday	Period Tuesday	Bi-Weekly Time Sheet Due in Payroll *	Hire Papers Due (Wed) in Budget	Hire Papers Due Wed in Human Resources **	Pay Date	Dates that appears on your check
26	3/11/2020 -	3/24/2020	3/25/2020	2/18/2020	2/25/2020	4/15/2020	3/19/2020 - 4/1/2020
1	3/25/2020 -	4/7/2020	4/8/2020	3/3/2020	3/10/2020	4/29/2020	4/2/2020 - 4/15/2020
2	4/8/2020 -	4/21/2020	4/22/2020	3/17/2020	3/24/2020	5/13/2020	4/16/2020 - 4/29/2020
3	4/22/2020 -	5/5/2020	5/6/2020	3/31/2020	4/7/2020	5/27/2020	4/30/2020 - 5/13/2020
4	5/6/2020 -	5/19/2020	5/20/2020	4/14/2020	4/21/2020	6/10/2020	5/14/2020 - 5/27/2020
5	5/20/2020 -	6/2/2020	6/3/2020	4/28/2020	5/5/2020	6/24/2020	5/28/2020 - 6/10/2020
6	6/3/2020 -	6/16/2020	6/17/2020	5/12/2020	5/19/2020	7/8/2020	6/11/2020 - 6/24/2020
7	6/17/2020 -	6/30/2020	7/1/2020	5/26/2020	6/2/2020	7/22/2020	6/25/2020 - 7/8/2020
8	7/1/2020 -	7/14/2020	7/15/2020	6/9/2020	6/16/2020	8/5/2020	7/9/2020 - 7/22/2020
9	7/15/2020 -	7/28/2020	7/29/2020	6/23/2020	6/30/2020	8/19/2020	7/23/2020 - 8/5/2020
10	7/29/2020 -	8/11/2020	8/12/2020	7/7/2020	7/14/2020	9/2/2020	8/6/2020 - 8/19/2020
11	8/12/2020 -	8/25/2020	8/26/2020	7/21/2020	7/28/2020	9/16/2020	8/20/2020 - 9/2/2020
12	8/26/2020 -	9/8/2020	9/9/2020	8/4/2020	8/11/2020	9/30/2020	9/3/2020 - 9/16/2020
13	9/9/2020 -	9/22/2020	9/23/2020	8/18/2020	8/25/2020	10/14/2020	9/17/2020 - 9/30/2020
14	9/23/2020 -	10/6/2020	10/7/2020	9/1/2020	9/8/2020	10/28/2020	10/1/2020 - 10/14/2020
15	10/7/2020 -	10/20/2020	10/21/2020	9/15/2020	9/22/2020	11/11/2020	10/15/2020 - 10/28/2020
16	10/21/2020 -	11/3/2020	11/4/2020	9/29/2020	10/6/2020	11/25/2020	10/29/2020 - 11/11/2020
17	11/4/2020 -	11/17/2020	11/18/2020	10/13/2020	10/20/2020	12/9/2020	11/12/2020 - 11/25/2020
18	11/18/2020 -	12/1/2020	12/2/2020	10/27/2020	11/3/2020	12/23/2020	11/26/2020 - 12/9/2020
19	12/2/2020 -	12/15/2020	12/16/2020	11/10/2020	11/17/2020	1/6/2021	12/10/2020 - 12/23/2020
20	12/16/2020 -	12/29/2020	12/30/2020	11/24/2020	12/1/2020	1/20/2021	12/24/2020 - 1/6/2021
21	12/30/2020 -	1/12/2021	1/13/2021	12/8/2020	12/15/2020	2/3/2021	1/7/2021 - 1/20/2021
22	1/13/2021 -	1/26/2021	1/27/2021	12/22/2020	12/29/2020	2/17/2021	1/21/2021 - 2/3/2021
23	1/27/2021 -	2/9/2021	2/10/2021	1/5/2021	1/12/2021	3/3/2021	2/4/2021 - 2/17/2021
24	2/10/2021 -	2/23/2021	2/24/2021	1/19/2021	1/26/2021	3/17/2021	2/18/2021 - 3/3/2021
25	2/24/2021 -	3/9/2021	3/10/2021	2/2/2021	2/9/2021	3/31/2021	3/4/2021 - 3/17/2021
26	3/10/2021 -	3/23/2021	3/24/2021	2/16/2021	2/23/2021	4/14/2021	3/18/2021 - 3/31/2021

***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-Spaziante Benefits/Payroll Coordinator Ext. 6648