

**Personnel Action Deadline and Payroll Calendar
Calendar Year 2020 (January - June)**

Personnel Transactions are due to HR within three working days of the effective date of the transaction or by the established ePAR deadline, whichever comes first.

Note: In order to meet established deadlines, required supporting documentation must also be received by HR on or before the deadline.

Non-Exempt (Bi-weekly paid)

Non-Exempt ePAR Deadline	Beginning of Pay Period	End of Pay Period	Time & Absence Approval Deadline	Non-Exempt Pay Day	Benefit Deduction	Additional Information
January 2020 through June 2020						
12/20/19	12/15/19	12/28/19	12/27/19 by 9 am	01/03/20	1st	
01/07/20	12/29/19	01/11/20	01/13/20 by 9 am	01/17/20	2nd	
01/21/20	01/12/20	01/25/20	01/27/20 by 9 am	01/31/20	n/a	
02/04/20	01/26/20	02/08/20	02/10/20 by 9 am	02/14/20	1st	
02/28/20	02/09/20	02/22/20	02/24/20 by 9 am	02/28/20	2nd	
03/03/20	02/23/20	03/07/20	03/09/20 by 9 am	03/13/20	1st	
03/12/20	03/08/20	03/21/20	03/23/20 by 9 am	03/27/20	2nd	
03/26/20	03/22/20	04/04/20	04/06/20 by 9 am	04/10/20	1st	
04/14/20	04/05/20	04/18/20	04/20/20 by 9 am	04/24/20	2nd	
04/28/20	04/19/20	05/02/20	05/04/20 by 9 am	05/08/20	1st	
05/12/20	05/03/20	05/16/20	05/18/20 by 9 am	05/22/20	2nd	
05/26/20	05/17/20	05/30/20	06/01/20 by 9 am	06/05/20	1st	
06/09/20	05/31/20	06/13/20	06/15/20 by 9 am	06/19/20	2nd	
06/23/20	06/14/20	06/27/20	06/29/20 by 9 am	07/03/20	1st	
07/07/20	06/28/20	07/11/20	07/13/20 by 9 am	07/17/20	2nd	

All transactions are subject to the ePAR Deadlines - including funding changes.

***Two time approvals needed during this pay period due to holiday falling during payroll processing.**

Exempt (Monthly paid)

Exempt ePAR Deadline	Beginning of Pay Period	End of Pay Period	Exempt Absences Deadline to Approve in Time & Absence	Exempt Pay Day	Additional Information
January 2020 through June 2020					
01/15/20	01/01/20	01/31/20	01/23/20 by 9 am	01/31/20	
02/12/20	02/01/20	02/29/20	02/20/20 by 9 am	02/28/20	
03/11/20	03/01/20	03/31/20	03/25/20 by 9 am	03/31/20	
04/08/20	04/01/20	04/30/20	04/24/20 by 9 am	04/30/20	
05/13/20	05/01/20	05/31/20	05/22/20 by 9 am	05/29/20	
06/10/20	06/01/20	06/30/20	06/24/20 by 9 am	06/30/20	

All transactions are subject to the ePAR Deadlines - including funding changes.