



## State Hourly-Faculty/Staff Employees

### Payroll Calendar

#### Due Dates for 2019-2020

Period No.	Period From	Period To	Personnel Transaction Form (ePTF) Due Dates		Timesheets Due		Paycheck Distributed
1	3/28/2019	- 4/10/2019	Thursday	4/4/2019	Thursday	4/11/2019	5/1/2019
2	4/11/2019	- 4/24/2019	Thursday	4/18/2019	Thursday	4/25/2019	5/15/2019
3	4/25/2019	- 5/8/2019	Thursday	5/2/2019	Thursday	5/9/2019	5/29/2019
4	5/9/2019	- 5/22/2019	Thursday	5/16/2019	Thursday	5/23/2019	6/12/2019
5	5/23/2019	- 6/5/2019	Thursday	5/30/2019	Thursday	6/6/2019	6/26/2019
6	6/6/2019	- 6/19/2019	Thursday	6/13/2019	Thursday	6/20/2019	7/10/2019
7	6/20/2019	- 7/3/2019	Thursday	6/27/2019	Thursday	7/4/2019	7/24/2019
8	7/4/2019	- 7/17/2019	Thursday	7/11/2019	Thursday	7/18/2019	8/7/2019
9	7/18/2019	- 7/31/2019	Thursday	7/25/2019	Thursday	8/1/2019	8/21/2019
10	8/1/2019	- 8/14/2019	Thursday	8/8/2019	Thursday	8/15/2019	9/4/2019
11	8/15/2019	- 8/28/2019	Thursday	8/22/2019	Thursday	8/29/2019	9/18/2019
12	8/29/2019	- 9/11/2019	Thursday	9/5/2019	Thursday	9/12/2019	10/2/2019
13	9/12/2019	- 9/25/2019	Thursday	9/19/2019	Thursday	9/26/2019	10/16/2019
14	9/26/2019	- 10/9/2019	Thursday	10/3/2019	Thursday	10/10/2019	10/30/2019
15	10/10/2019	- 10/23/2019	Thursday	10/17/2019	Thursday	10/24/2019	11/13/2019
16	10/24/2019	- 11/6/2019	Thursday	10/31/2019	Thursday	11/7/2019	11/27/2019
17	11/7/2019	- 11/20/2019	Thursday	11/14/2019	Thursday	11/21/2019	12/11/2019
18	11/21/2019	- 12/4/2019	Thursday	11/28/2019	Thursday	12/5/2019	12/24/2019
19	12/5/2019	- 12/18/2019	Thursday	12/12/2019	Thursday	12/19/2019	1/8/2020
20	12/19/2019	- 1/1/2020	Thursday	12/26/2019	Thursday	1/2/2020	1/22/2020
21	1/2/2020	- 1/15/2020	Thursday	1/9/2020	Thursday	1/16/2020	2/5/2020
22	1/16/2020	- 1/29/2020	Thursday	1/23/2020	Thursday	1/30/2020	2/19/2020
23	1/30/2020	- 2/12/2020	Thursday	2/6/2020	Thursday	2/13/2020	3/4/2020
24	2/13/2020	- 2/26/2020	Thursday	2/20/2020	Thursday	2/27/2020	3/18/2020
25	2/27/2020	- 3/11/2020	Thursday	3/5/2020	Thursday	3/12/2020	4/1/2020
26	3/12/2020	- 3/25/2020	Thursday	3/19/2020	Thursday	3/26/2020	4/15/2020

#### Notes:

- 1 Personnel Transaction Forms (ePTFs) and timesheets must be received by the due date to be paid on time.
- 2 To ensure timely payment, original timesheets, with original signatures, must be received by the due date.  
*WE DO NOT ACCEPT FAXES OR SCANS OF THE TIMESHEETS.*