

Human Resources
State Regular, Salaried, Biweekly PT Faculty TA/GA
Payroll Calendar

Due Dates for 2019-2020

<u>Period No.</u>	<u>Period From</u>	<u>Period To</u>	<u>Personnel Transaction Form (PTF)</u>	<u>Transaction Due Dates</u>	<u>Paycheck Distributed</u>	<u>Human Resources Contacts</u>		
						<u>Appt Processing</u>		
1	4/4/2019	- 4/17/2019	Thursday	4/4/2019	5/1/2019	Lisa Battle Angela Kuc Lynn Phalen Betty Wolf Dana Moore (Manager)	645-8156 645-4427 645-8158 645-4428 645-8157	
2	4/18/2019	- 5/1/2019	Thursday	4/18/2019	5/15/2019			
3	5/2/2019	- 5/15/2019	Thursday	5/2/2019	5/29/2019			
4	5/16/2019	- 5/29/2019	Thursday	5/16/2019	6/12/2019			
5	5/30/2019	- 6/12/2019	Thursday	5/30/2019	6/26/2019			
6	6/13/2019	- 6/26/2019	Thursday	6/13/2019	7/10/2019			
7	6/27/2019	- 7/10/2019	Thursday	6/27/2019	7/24/2019	<u>State Payroll</u>		<u>Process</u>
8	7/11/2019	- 7/24/2019	Thursday	7/11/2019	8/7/2019			
9	7/25/2019	- 8/7/2019	Thursday	7/25/2019	8/21/2019			
10	8/8/2019	- 8/21/2019	Thursday	8/8/2019	9/4/2019			
11	8/22/2019	- 9/4/2019	Thursday	8/22/2019	9/18/2019			
12	9/5/2019	- 9/18/2019	Thursday	9/5/2019	10/2/2019			
13	9/19/2019	- 10/2/2019	Thursday	9/19/2019	10/16/2019	Elaine Hines Kathy Pohlman Roseann Brzozowiec Kathy Sears Cheryl Delano Joanne Intorre Melissa Barone Dana Moore (Manager)	645-4425 645-5202 645-4449 645-4450 645-4446 645-4424 645-4445 645-8157	A - Ch Ci - Gi Gj-K L-Nord Nore-Sheo Shep-Yh Yi-Z
14	10/3/2019	- 10/16/2019	Thursday	10/3/2019	10/30/2019			
15	10/17/2019	- 10/30/2019	Thursday	10/17/2019	11/13/2019			
16	10/31/2019	- 11/13/2019	Thursday	10/31/2019	11/27/2019			
17	11/14/2019	- 11/27/2019	Thursday	11/14/2019	12/11/2019			
18	11/28/2019	- 12/11/2019	Friday	11/29/2019	12/24/2019			
19	12/12/2019	- 12/25/2019	Thursday	12/12/2019	1/8/2020			
20	12/26/2019	- 1/8/2020	Thursday	12/26/2019	1/22/2020			
21	1/9/2020	- 1/22/2020	Thursday	1/9/2020	2/5/2020			
22	1/23/2020	- 2/5/2020	Thursday	1/23/2020	2/19/2020			
23	2/6/2020	- 2/19/2020	Thursday	2/6/2020	3/4/2020			
24	2/20/2020	- 3/4/2020	Thursday	2/20/2020	3/18/2020			
25	3/5/2020	- 3/18/2020	Thursday	3/5/2020	4/1/2020			
26	3/19/2020	- 4/1/2020	Thursday	3/19/2020	4/15/2020			

Retroactive payments may be processed for up to five pay periods NOT including the current payroll.
If more than 5 pay periods late a justification letter will be required. This is a state (OSC)
directive and therefore no exceptions are allowed.

Transaction Effective and End Dates by Semester

	<u>Spring 2019</u>	<u>Fall 2019</u>	<u>Spring 2020</u>
21P	01/17/19-08/21/19	08/22/19-01/15/20	01/16/20-08/19/20
	Academic year obligation paid over 21 pay periods		
CAL	3/2/19 (noon) - 8/31/19	09/01/19 - 3/2/20 (noon)	03/02/20 (noon) - 08/31/20
	Academic year obligation paid on an annual salary basis over 12 months		
BIW	01/10/19-05/29/19	08/22/19-01/08/20	01/09/20-05/27/20
	Academic year obligation paid over 20 pay periods, semester obligations paid over 10 pay periods		
TA/GA	01/10/19-05/29/19	08/22/19-01/08/20	01/09/20-05/27/20
	Academic year obligation paid over 20 pay periods, semester obligations paid over 10 pay periods		