

**THE CITY UNIVERSITY OF NEW YORK  
 OHRM UNIVERSITY PAYROLL  
 DEPARTMENT, HUMAN RESOURCES and PAYROLL CUTOFF SCHEDULE for ALL PAYROLL DOCUMENTS  
 SENIOR COLLEGES  
 2020**

Check Date		December 19 , 2019		Pay Period # 18L / 19C		OT, Shift, & Holiday Pay		Dept to HR	HR to Payroll
Employee Category		PR Group	Service Period Start Date	Service Period End Date	Start Date	End Date	Deadline	Deadline	
<b>Teaching Adjuncts Spring Semester</b>		<b>Contract Pay</b>		<b>Spring Semester</b>		<b>na</b>	<b>12/10/19</b>	<b>12/13/19</b>	
PAFs: ECP		Full Time Lag	11/21/2019	12/4/2019		na	11/25/2019	11/27/2019	
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar		Full Time Current	12/5/2019	12/18/2019	11/10/2019	11/23/2019	11/25/2019	11/27/2019	
PAFs: 220 Skilled Trades		Exception Hourly	12/5/2019	12/18/2019	11/10/2019	11/23/2019	11/25/2019	11/27/2019	
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees		Hourly Paid	11/10/2019	11/23/2019	11/10/2019	11/23/2019	11/25/2019	11/27/2019	
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees		Hourly Paid	11/10/2019	11/23/2019	11/10/2019	11/23/2019	11/25/2019	Direct online entry into PayServ 12/04/2019	
NPAY502 - eFile Payments to hourly employees based on timesheets		Hourly Paid	11/10/2019	11/23/2019	11/10/2019	11/23/2019	11/25/2019	12/04/2019 - Noon	
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.		All						11/27/2019	

Check Date		January 02, 2020		Pay Period # 19L / 20C		EARLY CLOSE		Dept to HR	HR to Payroll
Employee Category		PR Group	Service Period Start Date	Service Period End Date	Start Date	End Date	Deadline	Deadline	
<b>Teaching Adjuncts Spring Semester</b>		<b>Contract Pay</b>		<b>Spring Semester</b>		<b>na</b>	<b>12/10/19</b>	<b>12/13/19</b>	
PAFs: ECP		Full Time Lag	12/5/2019	12/18/2019		na	12/9/2019	12/11/2019	
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar		Full Time Current	12/19/2019	1/2/2020	11/24/2019	12/7/2019	12/9/2019	12/11/2019	
PAFs: 220 Skilled Trades		Exception Hourly	12/19/2019	1/2/2020	11/24/2019	12/7/2019	12/9/2019	12/11/2019	
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees		Hourly Paid	11/24/2019	12/7/2019	11/24/2019	12/7/2019	12/9/2019	12/11/2019	
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees		Hourly Paid	11/24/2019	12/7/2019	11/24/2019	12/7/2019	12/9/2019	Direct online entry into PayServ 12/17/2019	
NPAY502 - eFile Payments to hourly employees based on timesheets		Hourly Paid	11/24/2019	12/7/2019	11/24/2019	12/7/2019	12/9/2019	12/17/2019 - Noon	
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.		All						12/11/2019	

Check Date		January 16, 2020		Pay Period # 20L / 21C		EARLY CLOSE		Dept to HR	HR to Payroll
Employee Category		PR Group	Service Period Start Date	Service Period End Date	Start Date	End Date	Deadline	Deadline	
PAFs: ECP		Full Time Lag	12/19/2019	1/1/2020		na	12/19/2019	12/23/2019	
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar		Full Time Current	1/2/2020	1/15/2020	12/8/2019	12/21/2019	12/19/2019	12/23/2019	
PAFs: 220 Skilled Trades		Exception Hourly	1/2/2020	1/15/2020	12/8/2019	12/21/2019	12/19/2019	12/23/2019	
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees		Hourly Paid	12/8/2019	12/21/2019	12/8/2019	12/21/2019	12/19/2019	12/23/2019	
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees		Hourly Paid	12/8/2019	12/21/2019	12/8/2019	12/21/2019	12/19/2019	Direct online entry into PayServ 12/30/19	
NPAY502 - eFile Payments to hourly employees based on timesheets		Hourly Paid	12/8/2019	12/21/2019	12/8/2019	12/21/2019	12/19/2019	12/30/19 Noon	
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.		All						12/23/2019	

Check Date		January 30, 2020		Pay Period # 21L / 22C		EARLY CLOSE		Dept to HR	HR to Payroll
Employee Category		PR Group	Service Period Start Date	Service Period End Date	Start Date	End Date	Deadline	Deadline	
PAFs: ECP		Full Time Lag	1/2/2020	1/15/2020		na	1/6/2020	1/8/2020	
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar		Full Time Current	1/16/2020	1/29/2020	12/22/2019	1/4/2020	1/6/2020	1/8/2020	
PAFs: 220 Skilled Trades		Exception Hourly	1/16/2020	1/29/2020	12/22/2019	1/4/2020	1/6/2020	1/8/2020	
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees		Hourly Paid	12/22/2019	1/4/2020	12/22/2019	1/4/2020	1/6/2020	1/8/2020	
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees		Hourly Paid	12/22/2019	1/4/2020	12/22/2019	1/4/2020	1/6/2020	Direct online entry into PayServ 01/14/2020	
NPAY502 - eFile Payments to hourly employees based on timesheets		Hourly Paid	12/22/2019	1/4/2020	12/22/2019	1/4/2020	1/6/2020	01/14/2020 - Noon	
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.		All						1/14/2020	

Check Date		February 13, 2020		Pay Period # 22L / 23C		EARLY CLOSE		Dept to HR	HR to Payroll
Employee Category		PR Group	Service Period Start Date	Service Period End Date	Start Date	End Date	Deadline	Deadline	
PAFs: ECP		Full Time Lag	1/16/2020	1/29/2020		na	1/20/2020	1/23/2020	
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar		Full Time Current	1/30/2020	2/12/2020	1/5/2020	1/18/2020	1/20/2020	1/23/2020	
PAFs: 220 Skilled Trades		Exception Hourly	1/30/2020	2/12/2020	1/5/2020	1/18/2020	1/20/2020	1/23/2020	
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees		Hourly Paid	1/5/2020	1/18/2020	1/5/2020	1/18/2020	1/20/2020	1/23/2020	
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees		Hourly Paid	1/5/2020	1/18/2020	1/5/2020	1/18/2020	1/20/2020	Direct online entry into PayServ 01/29/2020	
NPAY502 - eFile Payments to hourly employees based on timesheets		Hourly Paid	1/5/2020	1/18/2020	1/5/2020	1/18/2020	1/20/2020	01/29/2020 - Noon	
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.		All						1/29/2020	

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Check Date <b>February 27, 2020</b> Pay Period # <b>23L / 24C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	1/30/2020	2/12/2020		na	2/3/2020	2/5/2020
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	2/13/2020	2/26/2020	1/19/2020	2/1/2020	2/3/2020	2/5/2020
PAFs: 220 Skilled Trades	Exception Hourly	2/13/2020	2/26/2020	1/19/2020	2/1/2020	2/3/2020	2/5/2020
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	1/19/2020	2/1/2020	1/19/2020	2/1/2020	2/3/2020	2/5/2020
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	1/19/2020	2/1/2020	1/19/2020	2/1/2020	2/3/2020	Direct online entry into PayServ 02/11/2020
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	1/19/2020	2/1/2020	1/19/2020	2/1/2020	2/3/2020	02/11/2020 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						2/11/2020

Check Date <b>March 12, 2020</b> Pay Period # <b>24L / 25C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	2/13/2020	2/26/2020		na	2/17/2020	2/20/2020
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	2/27/2020	3/11/2020	2/2/2020	2/15/2020	2/17/2020	2/20/2020
PAFs: 220 Skilled Trades	Exception Hourly	2/27/2020	3/11/2020	2/2/2020	2/15/2020	2/17/2020	2/20/2020
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	2/2/2020	2/15/2020	2/2/2020	2/15/2020	2/17/2020	2/20/2020
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	2/2/2020	2/15/2020	2/2/2020	2/15/2020	2/17/2020	Direct online entry into PayServ 02/26/2020
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	2/2/2020	2/15/2020	2/2/2020	2/15/2020	2/17/2020	02/26/2020 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						2/26/2020

Check Date <b>March 26, 2020</b> Pay Period # <b>25L / 26C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	2/27/2020	3/11/2020		na	3/2/2020	3/5/2020
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	3/12/2020	3/25/2020	2/16/2020	2/29/2020	3/2/2020	3/5/2020
PAFs: 220 Skilled Trades	Exception Hourly	3/12/2020	3/25/2020	2/16/2020	2/29/2020	3/2/2020	3/5/2020
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	2/16/2020	2/29/2020	2/16/2020	2/29/2020	3/2/2020	3/5/2020
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	2/16/2020	2/29/2020	2/16/2020	2/29/2020	3/2/2020	Direct online entry into PayServ 03/11/2020
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	2/16/2020	2/29/2020	2/16/2020	2/29/2020	3/2/2020	03/11/2020 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						3/11/2020

Check Date <b>April 9, 2020</b> Pay Period # <b>26L / 1C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	3/12/2020	3/25/2020		na	3/16/2020	3/19/2020
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	3/26/2020	4/8/2020	3/1/2020	3/14/2020	3/16/2020	3/19/2020
PAFs: 220 Skilled Trades	Exception Hourly	3/26/2020	4/8/2020	3/1/2020	3/14/2020	3/16/2020	3/19/2020
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	3/1/2020	3/14/2020	3/1/2020	3/14/2020	3/16/2020	3/19/2020
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	3/1/2020	3/14/2020	3/1/2020	3/14/2020	3/16/2020	Direct online entry into PayServ 03/25/2020
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	3/1/2020	3/14/2020	3/1/2020	3/14/2020	3/16/2020	03/25/2020 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						3/25/2020

Check Date <b>April 23, 2020</b> Pay Period # <b>1L / 2C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	3/26/2020	4/8/2020		na	3/30/2020	4/2/2020
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	4/9/2020	4/22/2020	3/15/2020	3/28/2020	3/30/2020	4/2/2020
PAFs: 220 Skilled Trades	Exception Hourly	4/9/2020	4/22/2020	3/15/2020	3/28/2020	3/30/2020	4/2/2020
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	3/15/2020	3/28/2020	3/15/2020	3/28/2020	3/30/2020	4/2/2020
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	3/15/2020	3/28/2020	3/15/2020	3/28/2020	3/30/2020	Direct online entry into PayServ 04/08/2020
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	3/15/2020	3/28/2020	3/15/2020	3/28/2020	3/30/2020	04/08/2020 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						4/8/2020

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Check Date <b>May 7, 2020</b> Pay Period # <b>2L / 3C</b>							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
<b>Teaching Adjuncts Summer Session</b>	<b>Contract Pay</b>				<b>na</b>	<b>5/11/2020</b>	<b>5/15/2020</b>
PAFs: ECP	Full Time Lag	4/9/2020	4/22/2020		na	4/13/2020	4/16/2020
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	4/23/2020	5/6/2020	3/29/2020	4/11/2020	4/13/2020	4/16/2020
PAFs: 220 Skilled Trades	Exception Hourly	4/23/2020	5/6/2020	3/29/2020	4/11/2020	4/13/2020	4/16/2020
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	3/29/2020	4/11/2020	3/29/2020	4/11/2020	4/13/2020	4/16/2020
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	3/29/2020	4/11/2020	3/29/2020	4/11/2020	4/13/2020	Direct online entry into PayServ 04/22/2019
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	3/29/2020	4/11/2020	3/29/2020	4/11/2020	4/13/2020	04/22/2020 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						4/22/2020

Check Date <b>May 21, 2020</b> Pay Period # <b>3L / 4C</b>							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
<b>Teaching Adjuncts Summer Session</b>	<b>Contract Pay</b>				<b>na</b>	<b>5/11/2020</b>	<b>5/15/2020</b>
PAFs: ECP	Full Time Lag	4/23/2020	5/6/2020		na	4/27/2020	4/30/2020
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	5/7/2020	5/20/2020	4/12/2020	4/25/2020	4/27/2020	4/30/2020
PAFs: 220 Skilled Trades	Exception Hourly	5/7/2020	5/20/2020	4/12/2020	4/25/2020	4/27/2020	4/30/2020
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	4/12/2020	4/25/2020	4/12/2020	4/25/2020	4/27/2020	4/30/2020
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	4/12/2020	4/25/2020	4/12/2020	4/25/2020	4/27/2020	Direct online entry into PayServ 05/06/2020
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	4/12/2020	4/25/2020	4/12/2020	4/25/2020	4/27/2020	05/06/2020 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						5/6/2020

Check Date <b>June 4, 2020</b> Pay Period # <b>4L / 5C</b>							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	5/7/2020	5/20/2020		na	5/11/2020	5/14/2020
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	5/21/2020	6/3/2020	4/26/2020	5/9/2020	5/11/2020	5/14/2020
PAFs: 220 Skilled Trades	Exception Hourly	5/21/2020	6/3/2020	4/26/2020	5/9/2020	5/11/2020	5/14/2020
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	4/26/2020	5/9/2020	4/26/2020	5/9/2020	5/11/2020	5/14/2020
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	4/26/2020	5/9/2020	4/26/2020	5/9/2020	5/11/2020	Direct online entry into PayServ 05/20/2020
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	4/26/2020	5/9/2020	4/26/2020	5/9/2020	5/11/2020	05/20/2020 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						5/20/2020

Check Date <b>June 18, 2020</b> Pay Period # <b>5L / 6C</b>							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	5/21/2020	6/3/2020		na	5/25/2020	5/28/2020
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	6/4/2020	6/17/2020	5/10/2020	5/23/2020	5/25/2020	5/28/2020
PAFs: 220 Skilled Trades	Exception Hourly	6/4/2020	6/17/2020	5/10/2020	5/23/2020	5/25/2020	5/28/2020
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	5/10/2020	5/23/2020	5/10/2020	5/23/2020	5/25/2020	5/28/2020
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	5/10/2020	5/23/2020	5/10/2020	5/23/2020	5/25/2020	Direct online entry into PayServ 06/03/2020
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	5/10/2020	5/23/2020	5/10/2020	5/23/2020	5/25/2020	06/03/2020 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						6/3/2020

Check Date <b>July 2, 2020</b> Pay Period # <b>6L / 7C</b>							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	6/4/2020	6/17/2020		na	6/8/2020	6/11/2020
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	6/18/2020	7/1/2020	5/24/2020	6/6/2020	6/8/2020	6/11/2020
PAFs: 220 Skilled Trades	Exception Hourly	6/18/2020	7/1/2020	5/24/2020	6/6/2020	6/8/2020	6/11/2020
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	5/24/2020	6/6/2020	5/24/2020	6/6/2020	6/8/2020	6/11/2020
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	5/24/2020	6/6/2020	5/24/2020	6/6/2020	6/8/2020	Direct online entry into PayServ 06/17/2020
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	5/24/2020	6/6/2020	5/24/2020	6/6/2020	6/8/2020	06/17/2020 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						6/17/2020

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Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
<b>Teaching Adjuncts Fall Semester</b>	<b>Contract Pay</b>		<b>Fall Semester</b>		na	<b>07/20/19</b>	<b>07/24/19</b>
PAFs: ECP	Full Time Lag	6/18/2020	7/1/2020		na	6/22/2020	6/25/2020
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	7/2/2020	7/15/2020	6/7/2020	6/20/2020	6/22/2020	6/25/2020
PAFs: 220 Skilled Trades	Exception Hourly	7/2/2020	7/15/2020	6/7/2020	6/20/2020	6/22/2020	6/25/2020
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	6/7/2020	6/20/2020	6/7/2020	6/20/2020	6/22/2020	6/25/2020
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	6/7/2020	6/20/2020	6/7/2020	6/20/2020	6/22/2020	Direct online entry into PayServ 07/01/2020
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	6/7/2020	6/20/2020	6/7/2020	6/20/2020	6/22/2020	07/01/2020 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						7/1/2020

<b>Check Date July 30, 2020 Pay Period # 8L / 9C</b>							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
<b>Teaching Adjuncts Fall Semester</b>	<b>Contract Pay</b>		<b>Fall Semester</b>		na	<b>07/20/19</b>	<b>07/24/19</b>
PAFs: ECP	Full Time Lag	7/2/2020	7/15/2020		na	7/6/2020	7/8/2020
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	7/16/2020	7/29/2020	6/21/2020	7/4/2020	7/6/2020	7/8/2020
PAFs: 220 Skilled Trades	Exception Hourly	7/16/2020	7/29/2020	6/21/2020	7/4/2020	7/6/2020	7/8/2020
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	6/21/2020	7/4/2020	6/21/2020	7/4/2020	7/6/2020	7/8/2020
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	6/21/2020	7/4/2020	6/21/2020	7/4/2020	7/6/2020	Direct online entry into PayServ 07/15/2020
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	6/21/2020	7/4/2020	6/21/2020	7/4/2020	7/6/2020	07/15/2020 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						7/15/2020

<b>Check Date August 13, 2020 Pay Period # 9L / 10C</b>							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	7/16/2020	7/29/2020		na	7/20/2020	7/21/2020
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	7/30/2020	8/12/2020	7/5/2020	7/18/2020	7/20/2020	7/21/2020
PAFs: 220 Skilled Trades	Exception Hourly	7/30/2020	8/12/2020	7/5/2020	7/18/2020	7/20/2020	7/21/2020
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	7/5/2020	7/18/2020	7/5/2020	7/18/2020	7/20/2020	7/21/2020
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	7/5/2020	7/18/2020	7/5/2020	7/18/2020	7/20/2020	Direct online entry into PayServ 07/29/2020
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	7/5/2020	7/18/2020	7/5/2020	7/18/2020	7/20/2020	07/29/2020 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						7/29/2020

<b>Check Date August 27, 2020 Pay Period # 10L / 11C</b>							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	7/30/2020	8/12/2020		na	8/3/2020	8/4/2020
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	8/13/2020	8/26/2020	7/19/2020	8/1/2020	8/3/2020	8/4/2020
PAFs: 220 Skilled Trades	Exception Hourly	8/13/2020	8/26/2020	7/19/2020	8/1/2020	8/3/2020	8/4/2020
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	7/19/2020	8/1/2020	7/19/2020	8/1/2020	8/3/2020	8/4/2020
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	7/19/2020	8/1/2020	7/19/2020	8/1/2020	8/3/2020	Direct online entry into PayServ 08/12/2020
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	7/19/2020	8/1/2020	7/19/2020	8/1/2020	8/3/2020	08/12/2020 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						8/12/2020

<b>Check Date September 10, 2020 Pay Period # 11L / 12C</b>							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	8/13/2020	8/26/2020		na	8/17/2020	8/20/2020
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	8/27/2020	9/9/2020	8/2/2020	8/15/2020	8/17/2020	8/20/2020
PAFs: 220 Skilled Trades	Exception Hourly	8/27/2020	9/9/2020	8/2/2020	8/15/2020	8/17/2020	8/20/2020
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	8/2/2020	8/15/2020	8/2/2020	8/15/2020	8/17/2020	8/20/2020
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	8/2/2020	8/15/2020	8/2/2020	8/15/2020	8/17/2020	Direct online entry into PayServ 08/26/2020
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	8/2/2020	8/15/2020	8/2/2020	8/15/2020	8/17/2020	08/26/2020 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						8/26/2020

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<b>Check Date    Septemer 24, 20120    Pay Period # 12L / 13C</b>							
<b>Employee Category</b>	<b>PR Group</b>	<b>Service Peroid Start Date</b>	<b>Service Period End Date</b>	<b>OT, Shift, &amp; Holiday Pay</b>		<b>Dept to HR Deadline</b>	<b>HR to Payroll Deadline</b>
				<b>Start Date</b>	<b>End Date</b>		
PAFs: ECP	Full Time Lag	8/27/2020	9/9/2020		na	8/31/2020	<b>9/3/2020</b>
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	9/10/2020	9/23/2020	8/16/2020	8/29/2020	8/31/2020	<b>9/3/2020</b>
PAFs: 220 Skilled Trades	Exception Hourly	9/10/2020	9/23/2020	8/16/2020	8/29/2020	8/31/2020	<b>9/3/2020</b>
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	8/16/2020	8/29/2020	8/16/2020	8/29/2020	8/31/2020	<b>9/3/2020</b>
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	8/16/2020	8/29/2020	8/16/2020	8/29/2020	8/31/2020	Direct online entry into PayServ 09/09/2020
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	8/16/2020	8/29/2020	8/16/2020	8/29/2020	8/31/2020	09/09/2020 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						<b>9/9/2020</b>

<b>Check Date    October 8, 2020    Pay Period # 13L / 14C</b>							
<b>Employee Category</b>	<b>PR Group</b>	<b>Service Peroid Start Date</b>	<b>Service Period End Date</b>	<b>OT, Shift, &amp; Holiday Pay</b>		<b>Dept to HR Deadline</b>	<b>HR to Payroll Deadline</b>
				<b>Start Date</b>	<b>End Date</b>		
PAFs: ECP	Full Time Lag	9/10/2020	9/23/2020		na	9/14/2020	<b>9/17/2020</b>
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	9/24/2020	10/7/2020	8/30/2020	9/12/2020	9/14/2020	<b>9/17/2020</b>
PAFs: 220 Skilled Trades	Exception Hourly	9/24/2020	10/7/2020	8/30/2020	9/12/2020	9/14/2020	<b>9/17/2020</b>
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	8/30/2020	9/12/2020	8/30/2020	9/12/2020	9/14/2020	<b>9/17/2020</b>
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	8/30/2020	9/12/2020	8/30/2020	9/12/2020	9/14/2020	Direct online entry into PayServ 09/23/2020
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	8/30/2020	9/12/2020	8/30/2020	9/12/2020	9/14/2020	09/23/2020 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						<b>9/23/2020</b>

<b>Check Date    October 22, 2020    Pay Period # 14L / 15C</b>							
<b>Employee Category</b>	<b>PR Group</b>	<b>Service Peroid Start Date</b>	<b>Service Period End Date</b>	<b>OT, Shift, &amp; Holiday Pay</b>		<b>Dept to HR Deadline</b>	<b>HR to Payroll Deadline</b>
				<b>Start Date</b>	<b>End Date</b>		
PAFs: ECP	Full Time Lag	9/24/2020	10/7/2020		na	9/28/2020	<b>10/1/2020</b>
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	10/8/2020	10/21/2020	9/13/2020	9/26/2020	9/28/2020	<b>10/1/2020</b>
PAFs: 220 Skilled Trades	Exception Hourly	10/8/2020	10/21/2020	9/13/2020	9/26/2020	9/28/2020	<b>10/1/2020</b>
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	9/13/2020	9/26/2020	9/13/2020	9/26/2020	9/28/2020	<b>10/1/2020</b>
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	9/13/2020	9/26/2020	9/13/2020	9/26/2020	9/28/2020	Direct online entry into PayServ 10/07/2020
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	9/13/2020	9/26/2020	9/13/2020	9/26/2020	9/28/2020	10/07/2020 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						<b>10/7/2020</b>

<b>Check Date    November 5, 2020    Pay Period # 15L / 16C</b>							
<b>Employee Category</b>	<b>PR Group</b>	<b>Service Peroid Start Date</b>	<b>Service Period End Date</b>	<b>OT, Shift, &amp; Holiday Pay</b>		<b>Dept to HR Deadline</b>	<b>HR to Payroll Deadline</b>
				<b>Start Date</b>	<b>End Date</b>		
PAFs: ECP	Full Time Lag	10/8/2020	10/21/2020		na	10/12/2020	<b>10/15/2020</b>
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	10/22/2020	11/4/2020	9/27/2020	10/10/2020	10/12/2020	<b>10/15/2020</b>
PAFs: 220 Skilled Trades	Exception Hourly	10/22/2020	11/4/2020	9/27/2020	10/10/2020	10/12/2020	<b>10/15/2020</b>
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	9/27/2020	10/10/2020	9/27/2020	10/10/2020	10/12/2020	<b>10/15/2020</b>
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	9/27/2020	10/10/2020	9/27/2020	10/10/2020	10/12/2020	Direct online entry into PayServ 10/21/2020
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	9/27/2020	10/10/2020	9/27/2020	10/10/2020	10/12/2020	10/21/2020 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						<b>10/21/2020</b>

<b>Check Date    November 19, 2020    Pay Period # 16L / 17C</b>							
<b>Employee Category</b>	<b>PR Group</b>	<b>Service Peroid Start Date</b>	<b>Service Period End Date</b>	<b>OT, Shift, &amp; Holiday Pay</b>		<b>Dept to HR Deadline</b>	<b>HR to Payroll Deadline</b>
				<b>Start Date</b>	<b>End Date</b>		
PAFs: ECP	Full Time Lag	10/22/2020	11/4/2020		na	10/26/2020	<b>10/29/2020</b>
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	11/5/2020	11/18/2020	10/11/2020	10/24/2020	10/26/2020	<b>10/29/2020</b>
PAFs: 220 Skilled Trades	Exception Hourly	11/5/2020	11/18/2020	10/11/2020	10/24/2020	10/26/2020	<b>10/29/2020</b>
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	10/11/2020	10/24/2020	10/11/2020	10/24/2020	10/26/2020	<b>10/29/2020</b>
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	10/11/2020	10/24/2020	10/11/2020	10/24/2020	10/26/2020	Direct online entry into PayServ 11/14/2020
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	10/11/2020	10/24/2020	10/11/2020	10/24/2020	10/26/2020	11/04/2020 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						<b>11/4/2020</b>

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<b>Check Date December 3, 2020 Pay Period # 17L / 18C</b>							
<b>Employee Category</b>	<b>PR Group</b>	<b>Service Period Start Date</b>	<b>Service Period End Date</b>	<b>OT, Shift, &amp; Holiday Pay</b>		<b>Dept to HR Deadline</b>	<b>HR to Payroll Deadline</b>
				<b>Start Date</b>	<b>End Date</b>		
PAFs: ECP	Full Time Lag	11/5/2020	11/18/2020		na	11/9/2020	11/12/2020
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	11/19/2020	12/2/2020	10/25/2020	11/7/2020	11/9/2020	11/12/2020
PAFs: 220 Skilled Trades	Exception Hourly	11/19/2020	12/2/2020	10/25/2020	11/7/2020	11/9/2020	11/12/2020
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	10/25/2020	11/7/2020	10/25/2020	11/7/2020	11/9/2020	11/12/2020
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	10/25/2020	11/7/2020	10/25/2020	11/7/2020	11/9/2020	Direct online entry into PayServ 11/18/2020
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	10/25/2020	11/7/2020	10/25/2020	11/7/2020	11/9/2020	11/18/2020 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						11/18/2020

<b>Check Date December 17, 2020 Pay Period # 18L / 19C</b>							
<b>Employee Category</b>	<b>PR Group</b>	<b>Service Period Start Date</b>	<b>Service Period End Date</b>	<b>OT, Shift, &amp; Holiday Pay</b>		<b>Dept to HR Deadline</b>	<b>HR to Payroll Deadline</b>
				<b>Start Date</b>	<b>End Date</b>		
PAFs: ECP	Full Time Lag	11/19/2020	12/2/2020		na	11/23/2020	11/26/2020
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	12/3/2020	12/16/2020	11/8/2020	11/21/2020	11/23/2020	11/26/2020
PAFs: 220 Skilled Trades	Exception Hourly	12/3/2020	12/16/2020	11/8/2020	11/21/2020	11/23/2020	11/26/2020
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	11/8/2020	11/21/2020	11/8/2020	11/21/2020	11/23/2020	11/26/2020
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	11/8/2020	11/21/2020	11/8/2020	11/21/2020	11/23/2020	Direct online entry into PayServ 12/02/2020
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	11/8/2020	11/21/2020	11/8/2020	11/21/2020	11/23/2020	12/02/2020 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						12/2/2020

<b>Check Date January 14, 2021 Pay Period # 20L / 19C</b>							
<b>Employee Category</b>	<b>PR Group</b>	<b>Service Period Start Date</b>	<b>Service Period End Date</b>	<b>OT, Shift, &amp; Holiday Pay</b>		<b>Dept to HR Deadline</b>	<b>HR to Payroll Deadline</b>
				<b>Start Date</b>	<b>End Date</b>		
PAFs: ECP	Full Time Lag	12/3/2020	12/16/2020		na	12/7/2020	12/10/2020
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	12/17/2020	12/30/2020	11/22/2020	12/5/2020	12/7/2020	12/10/2020
PAFs: 220 Skilled Trades	Exception Hourly	12/17/2020	12/30/2020	11/22/2020	12/5/2020	12/7/2020	12/10/2020
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	11/22/2020	12/5/2020	11/22/2020	12/5/2020	12/7/2020	12/10/2020
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	11/22/2020	12/5/2020	11/22/2020	12/5/2020	12/7/2020	Direct online entry into PayServ 12/16/2020
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	11/22/2020	12/5/2020	11/22/2020	12/5/2020	12/7/2020	12/16/2020 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						12/16/2020

<b>Check Date January 28, 2021 Pay Period # 21L / 20C</b>							
<b>Employee Category</b>	<b>PR Group</b>	<b>Service Period Start Date</b>	<b>Service Period End Date</b>	<b>OT, Shift, &amp; Holiday Pay</b>		<b>Dept to HR Deadline</b>	<b>HR to Payroll Deadline</b>
				<b>Start Date</b>	<b>End Date</b>		
PAFs: ECP	Full Time Lag	12/17/2020	12/30/2020		na	12/21/2020	12/24/2020
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	12/31/2020	1/13/2021	12/6/2020	12/19/2020	12/21/2020	12/24/2020
PAFs: 220 Skilled Trades	Exception Hourly	12/31/2020	1/13/2021	12/6/2020	12/19/2020	12/21/2020	12/24/2020
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/6/2020	12/19/2020	12/6/2020	12/19/2020	12/21/2020	12/24/2020
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/6/2020	12/19/2020	12/6/2020	12/19/2020	12/21/2020	Direct online entry into PayServ 12/16/2020
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	12/6/2020	12/19/2020	12/6/2020	12/19/2020	12/21/2020	12/16/2020 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						12/30/2020