

TO: CONCORDIA EMPLOYEES

FROM: HUMAN RESOURCES DEPARTMENT

2020 ONLINE PAY SCHEDULE

The following is a list of dates on which **ONLINE TIME SHEETS** are due. Please note all online time sheets are due at Noon for Employees and Approvers.

If they are not turned into the payroll office on the designated date – READY FOR PAYMENT – payment on that payday is not assured.

<i>Payroll #</i>	<u>Hours Per</u>	<u>DAYS COVERED</u>	<u>PAYDATE</u>	<u>EMPLOYEE DUE</u>	<u>APPROVER DUE</u>
24	80	12-01 thru 12-15	12-27-19	12-17-19	12-19-19
1	96	12-16 thru 12-31	01-15-20	01-03-20	01-07-20
2	88	01-01 thru 01-15	01-31-20	01-20-20	01-22-20
3	96	01-16 thru 01-31	02-15-20	02-04-20	02-07-20
4	80	02-01 thru 02-15	02-28-20	02-18-20	02-21-20
5	80	02-16 thru 02-29	03-13-20	03-03-20	03-06-20
6	80	03-01 thru 03-15	03-31-20	03-18-20	03-23-20
7	96	03-16 thru 03-31	04-15-20	04-03-20	04-07-20
8	88	04-01 thru 04-15	04-30-20	04-18-20	04-22-20
9	88	04-16 thru 04-30	05-15-20	05-05-20	05-08-20
10	88	05-01 thru 05-15	05-29-20	05-19-20	05-22-20
11	88	05-16 thru 05-31	06-15-20	06-02-20	06-05-20
12	88	06-01 thru 06-15	06-30-20	06-17-20	06-22-20
13	88	06-16 thru 06-30	07-15-20	07-03-20	07-07-20
14	88	07-01 thru 07-15	07-31-20	07-17-20	07-22-20
15	96	07-16 thru 07-31	08-14-20	08-04-20	08-07-20
16	80	08-01 thru 08-15	08-31-20	08-18-20	08-21-20
17	88	08-16 thru 08-31	09-15-20	09-03-20	09-08-20
18	88	09-01 thru 09-15	09-30-20	09-17-20	09-22-20
19	88	09-16 thru 09-30	10-15-20	10-05-20	10-07-20
20	88	10-01 thru 10-15	10-30-20	10-19-20	10-22--20
21	88	10-16 thru 10-31	11-13-20	11-03-20	11-05-20
22	80	11-01 thru 11-15	11-30-20	11-17-20	11-20-20
23	88	11-16 thru 11-30	12-15-20	12-03-20	12-08-20
24	88	12-01 thru 12-15	12-30-20	12-17-20	12-20-20