

# University of the Incarnate Word

## STAFF/STUDENT PAYROLL SCHEDULE

**Fiscal Year 2019 - 2020**

Pay Period	Timesheets are due to Supervisors for review & approval by the end of the day.	ALL TIMESHEETS ARE DUE TO PAYROLL BY 1:00 P.M.	Pay Date	Pay #
All timesheets close at 11:59 p.m. on the last day of the pay period.				
June 1 - June 15	June 14	June 17	June 21, 2019	12
June 16 - June 30	June 28	July 1	July 5, 2019	13
July 1 - July 15	July 15	July 16	July 22, 2019	14
July 16 - July 31	July 31	August 1	August 7, 2019	15
August 1 - August 15	August 15	August 16	August 22, 2019	16
August 16 - August 31	August 30	September 3	September 6, 2019	17
September 1 - September 15	September 13	September 16	September 20, 2019	18
September 16 - September 30	September 30	October 1	October 7, 2019	19
October 1 - October 15	October 15	October 16	October 22, 2019	20
October 16 - October 31	October 31	November 1	November 7, 2019	21
November 1 - November 15	November 15	November 18	November 22, 2019	22
November 16 - November 30	November 27	December 2	December 6, 2019	23
December 1 - December 15	December 13	December 16	December 19, 2019	24
<b>December 16 - December 31</b>	<b>December 18 **</b>	<b>January 2 **</b>	<b>January 7, 2020</b>	<b>1</b>
January 1 - January 15	January 15	January 16	January 22, 2020	2
January 16 - January 31	January 31	February 3	February 7, 2020	3
February 1 - February 15	February 14	February 17	February 21, 2020	4
February 16 - February 29	February 28	March 2	March 6, 2020	5
March 1 - March 15	March 13	March 16	March 20, 2020	6
March 16 - March 31	March 31	April 1	April 7, 2020	7
April 1 - April 15	April 15	April 16	April 22, 2020	8
April 16 - April 30	April 30	May 1	May 7, 2020	9
May 1 - May 15	May 15	May 18	May 22, 2020	10
May 16 - May 31	May 29	June 1	June 5, 2020	11

**\*\* Schedule subject to change due to Holidays\*\***

**All timesheets close at 11:59 p.m. on the last day of the pay period.**

**Timesheets should be submitted to supervisors for review and approval, before the employee leaves for the day.**