



**Student Employee
Bi-Weekly Pay Schedule 2020**

| Pay Period Start Date | Pay Period End Date | Pay Date | Payroll Assistance Requests 11 AM** Deadline | Employee & Manager Approval Deadline *** | Payroll Type | Special Processing |
|-----------------------|---------------------|-----------|--|--|--------------|---|
| Dec-01-19 | Dec-14-19 | Dec-27-19 | Dec 13, 2019 - 9 am | Dec-16-19 | Academic | Payroll processed before break, adjustments or corrections will be included in first payroll after break. |
| Dec-15-19 | Dec-28-19 | Jan-10-20 | Jan-02-20 | Jan-03-20 | Academic | |
| Dec-29-19 | Jan-11-20 | Jan-24-20 | Jan-16-20 | Jan-17-20 | Academic | |
| Jan-12-20 | Jan-25-20 | Feb-07-20 | Jan-30-20 | Jan-31-20 | Academic | |
| Jan-26-20 | Feb-08-20 | Feb-21-20 | Feb-13-20 | Feb-14-20 | Academic | |
| Feb-09-20 | Feb-22-20 | Mar-06-20 | Feb-27-20 | Feb-28-20 | Academic | |
| Feb-23-20 | Mar-07-20 | Mar-20-20 | Mar-12-20 | Mar-13-20 | Academic | |
| Mar-08-20 | Mar-21-20 | Apr-03-20 | Mar-26-20 | Mar-27-20 | Academic | |
| Mar-22-20 | Apr-04-20 | Apr-17-20 | Apr-09-20 | Apr-10-20 | Academic | |
| Apr-05-20 | Apr-18-20 | May-01-20 | Apr-23-20 | Apr-24-20 | Academic | |
| Apr-19-20 | May-02-20 | May-15-20 | May-07-20 | May-08-20 | Academic | |
| May-03-20 | May-16-20 | May-29-20 | May-21-20 | May-22-20 | Ac/Su | Final academic yr payroll |
| May-17-20 | May-30-20 | Jun-12-20 | Jun-04-20 | Jun-05-20 | Summer | |
| May-31-20 | Jun-13-20 | Jun-26-20 | Jun-18-20 | Jun-19-20 | Summer | |
| Jun-14-20 | Jun-27-20 | Jul-10-20 | Jul-02-20 | Jul-03-20 | Summer | |
| Jun-28-20 | Jul-11-20 | Jul-24-20 | Jul-16-20 | Jul-17-20 | Summer | |
| Jul-12-20 | Jul-25-20 | Aug-07-20 | Jul-30-20 | Jul-31-20 | Summer | |
| Jul-26-20 | Aug-08-20 | Aug-21-20 | Aug-13-20 | Aug-14-20 | Summer | |
| Aug-09-20 | Aug-22-20 | Sep-04-20 | Aug-27-20 | Aug-28-20 | Summer | |
| Aug-23-20 | Sep-05-20 | Sep-18-20 | Sep-10-20 | Sep-11-20 | Su/Ac | Final summer payroll |
| Sep-06-20 | Sep-19-20 | Oct-02-20 | Sep-24-20 | Sep-25-20 | Academic | |
| Sep-20-20 | Oct-03-20 | Oct-16-20 | Oct-08-20 | Oct-09-20 | Academic | |
| Oct-04-20 | Oct-17-20 | Oct-30-20 | Oct-22-20 | Oct-23-20 | Academic | |
| Oct-18-20 | Oct-31-20 | Nov-13-20 | Nov-05-20 | Nov-06-20 | Academic | |
| Nov-01-20 | Nov-14-20 | Nov-27-20 | Nov-19-20 | Nov-20-20 | Academic | |
| Nov-15-20 | Nov-28-20 | Dec-11-20 | Dec-03-20 | Dec-04-20 | Academic | |
| Nov-29-20 | Dec-12-20 | Dec-24-20 | Dec 17, 2020 - 9 am | Dec 18, 2020 - 9 am | Academic | No adjustment needed |

** Requests for assistance by payroll should be submitted the Thursday prior to the approval deadline. Payroll is unable to resolve issues on the day of processing due to processing multiple payrolls.

***Approval deadline - Approval window allows one week for employees and supervisors to make edits to and approve timecards. Goal is to have employees approve by Tuesday, leaving supervisors the correction/approval window of Wednesday through Friday. Unless otherwise noted, payroll is processed immediately upon arrival on Monday morning.

This document is available on the Payroll Office webpage under Pay Schedules
<http://www.juniata.edu/offices/finance-administration/payroll/schedules.php>