

CAHNRS Business Center Temporary Employee Payroll Schedule

	January   2019		February   2019		March   2019		April   2019		May   2019	
Pay Period	1st Half 1st -15th	2nd Half 16th -31st	1st Half 1st -15th	2nd Half 16th -28th	1st Half 1st -15th	2nd Half 16th - 31st	1st Half 1st -15th	2nd Half 16th - 31st	1st Half 1st -15th	2nd Half 16th - 28th
Business Center begins input of hours	1/16	1/31	2/14	2/28	3/14	4/1	4/16	5/1	5/15	5/30
Time Reports Due	1/15	1/31	2/15	2/28	3/15	3/31	4/15	4/30	5/15	5/31
Time Reports submitted after this date/time will be processed with the next open pay cycle	01/16 12:00 p.m. (NOON)	02/01 12:00 p.m. (NOON)	<b>02/15</b> <b>END of Day</b>	03/01 12:00 p.m. (NOON)	<b>03/15</b> <b>END of Day</b>	04/01 12:00 p.m. (NOON)	04/16 12:00 p.m. (NOON)	05/01 12:00 p.m. (NOON)	05/16 12:00 p.m. (NOON)	<b>05/31</b> <b>END of Day</b>
Pay Day	1/25	2/11	2/25	3/11	3/25	4/10	4/25	5/10	5/24	6/11

	June   2019		July   2019		August   2019		September   2019		October   2019	
Pay Period	1st Half 1st -15th	2nd Half 16th - 31st	1st Half 1st -15th	2nd Half 16th - 30th	1st Half 1st -15th	2nd Half 16th - 31st	1st Half 1st -15th	2nd Half 16th - 30th	1st Half 1st -15th	2nd Half 16th - 31st
Business Center begins input of hours	6/14	7/1	7/16	7/31	8/15	8/29	9/16	10/01	10/16	10/30
Time Reports Due	6/15	6/30	7/15	7/31	8/15	8/31	9/15	9/30	10/15	10/31
Time Reports submitted after this date/time will be processed with the next open pay cycle	06/16 12:00 p.m. (NOON)	07/01 12:00 p.m. (NOON)	07/16 12:00 p.m. (NOON)	08/01 12:00 p.m. (NOON)	08/16 12:00 p.m. (NOON)	<b>08/31</b> <b>END of Day</b>	09/16 12:00 p.m. (NOON)	10/01 12:00 p.m. (NOON)	10/16 12:00 p.m. (NOON)	<b>10/31</b> <b>END of Day</b>
Pay Day	6/25	7/10	7/25	8/10	5/25	9/10	9/25	10/10	10/25	11/08

	November   2019		December   2019		January   2020		February   2020		March   2020	
Pay Period	1st Half 1st -15th	2nd Half 16th - 31st	1st Half 1st -15th	2nd Half 16th - 30th	1st Half 1st -15th	2nd Half 16th - 31st	1st Half 1st -15th	2nd Half 16th - 31st	1st Half 1st -15th	2nd Half 16th - 28th
Business Center begins input of hours	11/14	11/27	12/13	12/31	1/15	1/30	2/14	2/28	3/16	4/01
Time Reports Due	11/15	11/30	12/15	12/31	1/15	1/31	2/15	2/29	3/15	3/31
Time Reports submitted after this date/time will be processed with the next open pay cycle	<b>11/15</b> <b>END of Day</b>	12/01 12:00 p.m. (NOON)	12/16 12:00 p.m. (NOON)	01/01 12:00 p.m. (NOON)	01/16 12:00 p.m. (NOON)	<b>01/31</b> <b>END of Day</b>	02/16 12:00 p.m. (NOON)	03/01 12:00 p.m. (NOON)	03/16 12:00 p.m. (NOON)	04/01 12:00 p.m. (NOON)
Pay Day	11/25	12/10	12/24	1/10	1/24	2/10	2/25	3/10	3/25	4/10