

EASTERN KENTUCKY UNIVERSITY 2020-2021 PAYROLL CALENDAR

July 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 •	2 H	3	4
5	6	7	8	9 BW	10	11
12 X •	13	14 SM	15	16	17	18
19	20	21	22	23 BW	24	25
26 X	27	28	29 •	30 SM	31	

Note: Due to year-end closing deadlines for web time reporting for work completed 6/28-7/11/2020 is Due; submitted and approved by 10PM 7/13/20. Late submission will be paid with the next available payroll.

August 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6 BW	7	8
9 X	10	11	12 •	13 SM	14 ★	15
16	17	18	19	20 BW	21	22
23 X	24	25	26 •	27	28	29
30 SM	31					

September 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 **	5
6 X H	7	8	9 •	10	11	12
13	14 SM	15	16	17 BW	18	19
20 X	21	22	23 •	24	25	26
27	28	29 SM	30			

Note: Timesheets for work 8/19-9/5 are due as normal on 9/7 by 10PM however, because the 7th is a holiday time submission is encouraged before close of business 9/4/2020.

October 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 BW	2	3
4 X •	5	6	7	8	9	10
11	12	13	14 SM	15 BW	16	17
18 X	19	20	21 •	22	23	24
25	26	27	28	29 BW/SM	30	31

NOTE: Due to the fall holiday break deadlines for web time reporting for work completed 10/5/2020 is due by 10PM; submission and approval. Late submission will be paid with the next available payroll.

November 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 X	2 H	ELECTION DAY	4 •	5	6	7
8	9	10	11	12 BW/SM	13	14
15 X	16	17 •	18	19	20	21
22	23	24	25 H	26 BW H	27	28
29 X SM	30					

December 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
		1	2 •	3	4	5	
6	7	8	9	10 BW/SM	11	12	
13 X •	14 SM	EKU EKU EKU			17 **	18	19
20	21 H	22 H	23 H	24 BW H	25	26	
27 X H	28 H	29 H	30 SM H	31			

NOTE: Timesheets for BW/ST period 11/29-12/12 are due submitted and approved by Monday 12/14/2020; 10PM.
NOTE: Timesheets for BW/ST period 12/13-12/26 are requested submitted and approved by Tuesday 12/15/2020 for those that can do this however, the regular payroll submission and approval times (12/28 & 12/31) will remain open.

BW: Bi-Weekly Pay Dates (Check Distribution) Non-Exempt/Hourly Employees
 SM: Semi-Monthly Pay Dates (Check Distribution) Exempt/Salaried Employees

- Students are paid with Bi-Weekly
- Faculty are paid with Semi-Monthly
- ★ ★ Early submission of time cards

- : Date time cards due in Payroll indicated by screen inside date
- : End of Bi-Weekly Pay Period indicated by white block around date
- X : BW/ST time sheets due
- : Supervisor approval due
- H : Holidays (Subject to Presidential approval)
- ★ : Faculty pay dates Note: First pay: August 15, 2020; Last pay: May 31, 2020;

First scheduled pay for Part-time Faculty and Graduate Assistant:
 --August 31, 2020
 --January 31, 2021

These dates are assuming all required paperwork has been received by Human Resources by the cutoff dates.

EKU EKU days -
 Gift of time from the President - report on time cards as EKU

