

EASTERN KENTUCKY UNIVERSITY 2019-2020 PAYROLL CALENDAR

JULY 2019

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

Note: Due to year-end closing deadlines for web time reporting for work completed 6/30-7/13/2019 is due by 10PM; submission and approval. Late submission will be paid with the next available payroll.
NOTE: FRIDAY, JULY 5, 2019 will be marked as President's Time on timesheet.

AUGUST 2019

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

SEPTEMBER 2019

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

OCTOBER 2019

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

NOTE: Due to the fall holiday break deadlines for web time reporting for work completed 10/5/2019 is due by 10PM; submission and approval. Late submission will be paid with the next available payroll.

NOVEMBER 2019

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

DECEMBER 2019

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

NOTE: BW/ST26 for work 12/1-12/14 time due; submitted and approved by 10PM 12/16 AND re: December 17 ** BW/ST1 for work 12/15-12/28 time due; submitted and approved by 10PM 12/17 for all that can submit their time early as a result of the period being mostly EKU and Holiday time. For those that work during the break, the pay period time submission will be due on December 30th by 10PM as usual with approval due by Jan 2.

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, 2019; Last pay: May 31, 2020;

First scheduled pay for Part-time Faculty and Graduate Assistant:
--August 31, 2019
--January 31, 2020

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

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JANUARY 2020

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

FEBRUARY 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	SM 28	29

MARCH 2020

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

NOTE: Due to Spring Break, deadlines for web time reporting for work completed 2/23-3/7/20 is requested 3/6/20 by NOON. The normal submission period of Mar. 9 by 10PM will remain open for those that need to report time.

APRIL 2020

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

MAY 2020

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

JUNE 2020

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

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