

# UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS

## 2020 Bi-Weekly Payroll Calendar and Web Time Entry Due Dates for Hourly Temporary Employees and Students

PAY #	MONTH	WORK PERIOD		Deadline for 301	Deadline for PW	EMPLOYEES TIME ENTRY DUE DATE	CUT-OFF TIME FOR EMPLOYEES	SUPERVISORS TIME ENTRY DUE DATE	CUT-OFF TIME FOR SUPERVISORS	PAY DATE
		START DATE	END DATE	To be submitted To Budget	To be submitted To HR					
1	JAN	12/9/2019	12/22/2019	12/2/2019 *	12/3/2019*	12/23/2019	5:00 PM	12/24/2019	5:00 PM	1/3/2020
2		12/23/2019	1/5/2020	12/13/2019	12/17/2019	1/6/2020	5:00 PM	1/7/2020	5:00 PM	1/17/2020
3		1/6/2020	1/19/2020	12/18/2019*	12/19/2019*	1/20/2020	5:00 PM	1/21/2020	5:00 PM	1/31/2020
4	FEB	1/20/2020	2/2/2020	1/10/2020	1/14/2020	2/3/2020	5:00 PM	2/4/2020	5:00 PM	2/14/2020
5		2/3/2020	2/16/2020	1/24/2020	1/28/2020	2/17/2020	5:00 PM	2/18/2020	5:00 PM	2/28/2020
6	MAR	2/17/2020	3/1/2020	2/7/2020	2/11/2020	3/2/2020	5:00 PM	3/3/2020	5:00 PM	3/13/2020
7		3/2/2020	3/15/2020	2/21/2020	2/25/2020	3/16/2020	5:00 PM	3/17/2020	5:00 PM	3/27/2020
8	APR	3/16/2020	3/29/2020	3/6/2020	3/10/2020	3/30/2020	5:00 PM	3/31/2020	5:00 PM	4/9/2020
9		3/30/2020	4/12/2020	3/20/2020	3/24/2020	4/13/2020	5:00 PM	4/14/2020	5:00 PM	4/24/2020
10	MAY	4/13/2020	4/26/2020	4/3/2020	4/7/2020	4/27/2020	5:00 PM	4/28/2020	5:00 PM	5/8/2020
11		4/27/2020	5/10/2020	4/17/2020	4/21/2020	5/11/2020	5:00 PM	5/12/2020	5:00 PM	5/22/2020
12	JUN	5/11/2020	5/24/2020	5/1/2020	5/5/2020	5/25/2020	5:00 PM	5/26/2020	5:00 PM	6/5/2020
13		5/25/2020	6/7/2020	5/15/2020	5/19/2020	6/8/2020	5:00 PM	6/9/2020	5:00 PM	6/19/2020
14	JUL	6/8/2020	6/21/2020	5/29/2020	6/2/2020	6/22/2020	5:00 PM	6/23/2020	5:00 PM	7/2/2020
15		6/22/2020	7/5/2020	6/12/2020	6/16/2020	7/6/2020	5:00 PM	7/7/2020	5:00 PM	7/17/2020
16		7/6/2020	7/19/2020	6/26/2020	6/30/2020	7/20/2020	5:00 PM	7/21/2020	5:00 PM	7/31/2020
17	AUG	7/20/2020	8/2/2020	7/10/2020	7/14/2020	8/3/2020	5:00 PM	8/4/2020	5:00 PM	8/14/2020
18		8/3/2020	8/16/2020	7/24/2020	7/28/2020	8/17/2020	5:00 PM	8/18/2020	5:00 PM	8/28/2020
19	SEP	8/17/2020	8/30/2020	8/7/2020	8/11/2020	8/31/2020	5:00 PM	9/1/2020	5:00 PM	9/11/2020
20		8/31/2020	9/13/2020	8/21/2020	8/25/2020	9/14/2020	5:00 PM	9/15/2020	5:00 PM	9/25/2020
21	OCT	9/14/2020	9/27/2020	9/4/2020	9/8/2020	9/28/2020	5:00 PM	9/29/2020	5:00 PM	10/9/2020
22		9/28/2020	10/11/2020	9/18/2020	9/22/2020	10/12/2020	5:00 PM	10/13/2020	5:00 PM	10/23/2020
23	NOV	10/12/2020	10/25/2020	10/2/2020	10/6/2020	10/26/2020	5:00 PM	10/27/2020	5:00 PM	11/6/2020
24		10/26/2020	11/8/2020	10/16/2020	10/20/2020	11/9/2020	5:00 PM	11/10/2020	5:00 PM	11/20/2020
25	DEC	11/9/2020	11/22/2020	10/30/2020	11/3/2020	11/23/2020	5:00 PM	11/24/2020	5:00 PM	12/4/2020
26		11/23/2020	12/6/2020	11/13/2020	11/17/2020	12/7/2020	5:00 PM	12/8/2020	5:00 PM	12/18/2020
27		12/7/2020	12/20/2020	11/20/2020	12/1/2020	12/21/2020	12:00 NOON**	12/21/2020	5:00:00 PM**	12/31/2020

**Important:** Hourly Temporary Employees must enter time **no later** than the Time Entry Due Date and Cut-Off Time.  
Supervisors must approve time **no later** than the Time Entry Due Date and Cut-Off Time.  
\*Budget and HR dates adjusted due to Payroll Processing dates.  
\*\* Time Entry Due Date and Cut-Off Time adjusted due to Payroll Processing Dates