

**2020 CUTOFF DATES FOR  
HOURLY AND SALARY EMPLOYEES**

<b>PAY PERIOD</b>	<b>TIME SUBMITTAL/ APPROVAL CUTOFF</b>	<b>EXCEPTION TIME APPROVAL CUTOFF</b>	<b>HCM TRANSACTION COMPLETION CUTOFF</b>	<b>COSTING ALLOCATIONS CUTOFF</b>	<b>PAYROLL FINALIZED</b>	<b>PAY DATE</b>
Dec 16 - Dec 31	01/07/2020		01/07/2020	01/09/2020	01/10/2020	01/15/2019
Jan 1 - Jan 15	01/21/2020		01/23/2020	01/27/2020	01/28/2020	01/31/2020
Jan 1 - Jan 31		01/23/2020	01/23/2020	01/27/2020	01/28/2020	01/31/2020
Jan 16 - Jan 31	02/04/2020		02/06/2020	02/10/2020	02/11/2020	02/14/2020
Feb 1 - Feb 15	02/18/2020		02/20/2020	02/24/2020	02/25/2020	02/28/2020
Feb 1 - Feb 29		02/20/2020	02/20/2020	02/24/2020	02/25/2020	02/28/2020
Feb 16 - Feb 29	03/03/2020		03/06/2020	03/09/2020	03/10/2020	03/13/2020
Mar 1 - Mar 15	03/23/2020		03/23/2020	03/25/2020	03/26/2020	03/31/2020
Mar 1 - Mar 31		03/23/2020	03/23/2020	03/25/2020	03/26/2020	03/31/2020
Mar 16 - Mar 31	04/07/2020		04/07/2020	04/09/2020	04/10/2020	04/15/2020
April 1 - April 15	04/21/2020		04/22/2020	04/24/2020	04/27/2020	04/30/2020
April 1 - April 30		04/22/2020	04/22/2020	04/24/2020	04/27/2020	04/30/2020
April 16 - April 30	05/05/2020		05/07/2020	05/11/2020	05/12/2020	05/15/2020
May 1 - May 15	05/19/2020		05/20/2020	05/22/2020	05/26/2020	05/29/2020
May 1 - May 31		05/20/2020	05/20/2020	05/22/2020	05/26/2020	05/29/2020
May 16 - May 31	06/05/2020		06/05/2020	06/09/2020	06/10/2020	06/15/2020
Jun 1 - Jun 15	06/22/2020		06/22/2020	06/24/2020	06/25/2020	06/30/2020
Jun 1 - June 30		06/22/2020	06/22/2020	06/24/2020	06/25/2020	06/30/2020
Jun 16 - Jun 30	07/07/2019		07/07/2020	07/09/2020	07/10/2020	07/15/2020

**KEY**

**Pay Period:** Length of time included in the current pay date

**Time Submittal/Approval Cutoff:** Applies to semi-monthly hourly employees

**Exception Time Approval Cutoff:** Applies to salary non-exempt employees, any exception time (e.g. overtime) approved by this date will be included in the current month's payroll calculation

**HCM Transaction Completion Cutoff:** Includes hires, job changes, compensation changes and time offs/leaves

**Costing Allocations Cutoff:** Changes approved by this cutoff will be included in the final calculation for the current pay period

**Payroll Finalized:** Date payroll will run final calculations and complete the payroll processing

**Pay Date:** Date by which funds are deposited and checks dated