



Semi-monthly payroll	Payroll Period Start Date	Payroll Period End Date	E-forms must be approved by HR/PAYROLL by noon on:	Time must be entered and approved in SAP by noon on:	Payday
19	September 24	October 8	October 3	October 9	October 15
20	October 9	October 24	October 21	October 25	October 31
21	October 25	November 8	November 5	November 11	November 15
22	November 9	November 23	November 15	November 21	November 27*
23	November 24	December 8	December 3	December 9	December 13
24	December 9	December 24	December 9	December 13	December 19*
1	December 25, 2019	January 8, 2020	January 3, 2020	January 9, 2020	January 15, 2020
2	January 9	January 24	January 21	January 27	January 31
3	January 25	February 8	February 4	February 10	February 14
4	February 9	February 22	February 18	February 24	February 28
5	February 23	March 8	March 3	March 9	March 13
6	March 9	March 24	March 19	March 25	March 31
7	March 25	April 8	April 2	April 8	April 15*
8	April 9	April 23	April 20	April 24	April 30
9	April 24	May 8	May 5	May 11	May 15
10	May 9	May 24	May 18	May 22	May 29*
11	May 25	June 8	June 3	June 9	June 15
12	June 9	June 23	June 18	June 24	June 30
13	June 24	July 8	July 2	July 9	July 15
14	July 9	July 24	July 21	July 27	July 31
15	July 25	August 8	August 3	August 10	August 14
16	August 9	August 24	August 18	August 25	August 31
17	August 25	September 8	September 2	September 9	September 15
18	September 9	September 23	September 18	September 24	September 30
19	September 24	October 8	October 5	October 9	October 15
20	October 9	October 24	October 20	October 26	October 30
21	October 25	November 8	November 3	November 9	November 13
22	November 9	November 23	November 17	November 23	November 30*
23	November 24	December 8	December 3	December 9	December 15
24	December 9	December 24	December 8	December 14	December 18*

* The deadline for time entry and approval may fall on or before the end of the payroll period. In some cases, estimating time worked for the last days of the payroll period will be necessary