



## SAINT MARY'S COLLEGE OF CALIFORNIA Bi-Weekly Payroll Schedule 2019-2020

<b>Pay Period Start Date</b>	<b>Pay Period End Date</b>	<b>Timesheets Submitted by Employee</b>	<b>Timesheets Approved by Supervisor</b>	<b>Pay Day</b>
Mon, 06/24/19	Sun, 07/07/19	Sun, 07/07/19	Mon, 07/08/19	Fri, 07/12/19
Mon, 07/08/19	Sun, 07/21/19	Sun, 07/21/19	Mon, 07/22/19	Fri, 07/26/19
Mon, 07/22/19	Sun, 08/04/19	Sun, 08/04/19	Mon, 08/05/19	Fri, 08/09/19
Mon, 08/05/19	Sun, 08/18/19	Sun, 08/18/19	Mon, 08/19/19	Fri, 08/23/19
Mon, 08/19/19	Sun, 09/01/19	Sun, 09/01/19	<b>Tue, 09/03/19</b>	Fri, 09/06/19
Mon, 09/02/19	Sun, 09/15/19	Sun, 09/15/19	Mon, 09/16/19	Fri, 09/20/19
Mon, 09/16/19	Sun, 09/29/19	Sun, 09/29/19	Mon, 09/30/19	Fri, 10/04/19
Mon, 09/30/19	Sun, 10/13/19	Sun, 10/13/19	Mon, 10/14/19	Fri, 10/18/19
Mon, 10/14/19	Sun, 10/27/19	Sun, 10/27/19	Mon, 10/28/19	Fri, 11/01/19
Mon, 10/28/19	Sun, 11/10/19	Sun, 11/10/19	Mon, 11/11/19	Fri, 11/15/19
Mon, 11/11/19	Sun, 11/24/19	Sun, 11/24/19	Mon, 11/25/19	Fri, 11/29/19
Mon, 11/25/19	Sun, 12/08/19	Sun, 12/08/19	Mon, 12/09/19	Fri, 12/13/19
<b>Please see SPECIAL instructions below regarding the Christmas Break/Holiday Deadlines</b>				
Mon, 12/09/19	Sun, 12/22/19	<b>*EARLY (see below)</b>	<b>**Fri, 12/20/19</b>	Fri, 12/27/19
Mon, 12/23/19	Sun, 01/05/20	Sun, 01/05/20	Mon, 01/06/20	Fri, 01/10/20
Mon, 01/06/20	Sun, 01/19/20	Sun, 01/19/20	<b>Tue, 01/21/20</b>	Fri, 01/24/20
Mon, 01/20/20	Sun, 02/02/20	Sun, 02/02/20	Mon, 02/03/20	Fri, 02/07/20
Mon, 02/03/20	Sun, 02/16/20	Sun, 02/16/20	Mon, 02/17/20	Fri, 02/21/20
Mon, 02/17/20	Sun, 03/01/20	Sun, 03/01/20	Mon, 03/02/20	Fri, 03/06/20
Mon, 03/02/20	Sun, 03/15/20	Sun, 03/15/20	Mon, 03/16/20	Fri, 03/20/20
Mon, 03/16/20	Sun, 03/29/20	Sun, 03/29/20	Mon, 03/30/20	Fri, 04/03/20
Mon, 03/30/20	Sun, 04/12/20	Sun, 04/12/20	<b>Tue, 04/14/20</b>	Fri, 04/17/20
Mon, 04/13/20	Sun, 04/26/20	Sun, 04/26/20	Mon, 04/27/20	Fri, 05/01/20
Mon, 04/27/20	Sun, 05/10/20	Sun, 05/10/20	Mon, 05/11/20	Fri, 05/15/20
Mon, 05/11/20	Sun, 05/24/20	Sun, 05/24/20	<b>Tue, 05/26/20</b>	Fri, 05/29/20
Mon, 05/25/20	Sun, 06/07/20	Sun, 06/07/20	Mon, 06/08/20	Fri, 06/12/20
Mon, 06/08/20	Sun, 06/21/20	Sun, 06/21/20	Mon, 06/22/20	Fri, 06/26/20

### **EARLY GAELXPRESS DUE DATES for Christmas/Winter Break Holiday (12/09/19 - 12/22/19 pay period)**

**\*EMPLOYEE Submissions:** If you are NOT working the weekend of Dec 21-22nd, your time is due by your last day of work for the pay period, no later than **10AM FRI, DEC 20, 2019**. If you ARE working the weekend, please submit all hours including your projected/scheduled weekend work hours through Dec 22nd and submit by the same **10AM FRI, DEC 20, 2019** deadline.

**\*\*SUPERVISOR Approvals:** Be sure to plan accordingly with your alternate supervisor if you will not be available to approve by Fri, Dec 20th.

Please note that if you have any employees working the weekend of Dec 21-22nd, you will also be approving their projected/scheduled hours for the weekend **EARLY** by the same **Fri, Dec 20th** deadline. Please contact the Payroll Office with any questions about the holiday schedule.