

Southwestern College

**2020 Hourly Payroll Schedule**

<b>Pay Period</b>		<b>EMPLOYEE APPROVAL BY NOON on this day. SUPERVISOR APPROVAL BY MIDNIGHT on this day. *Unless otherwise noted.</b>	<b>Pay Date</b>	<b>Comments</b>
12/23/2019	1/5/2020	<b>1/6/2020</b>	1/10/2020	
1/6/2020	1/19/2020	<b>1/20/2020</b>	1/24/2020	
1/20/2020	2/2/2020	<b>2/3/2020</b>	2/7/2020	
2/3/2020	2/16/2020	<b>2/17/2020</b>	2/21/2020	
2/17/2020	3/1/2020	<b>3/2/2020</b>	3/6/2020	
3/2/2020	3/15/2020	<b>3/16/2020</b>	3/20/2020	
3/16/2020	3/29/2020	<b>3/30/2020</b>	4/3/2020	
3/30/2020	4/12/2020	<b>* 4/14/2020</b>	4/17/2020	<b>* approves the day after Easter Monday</b>
4/13/2020	4/26/2020	<b>4/27/2020</b>	5/1/2020	
4/27/2020	5/10/2020	<b>5/11/2020</b>	5/15/2020	
5/11/2020	5/24/2020	<b>* 5/26/2020</b>	5/29/2020	<b>*approvals the day after Memorial Day</b>
5/25/2020	6/7/2020	<b>6/8/2020</b>	6/12/2020	
6/8/2020	6/21/2020	<b>6/22/2020</b>	6/26/2020	
6/22/2020	7/5/2020	<b>* 7/8/2020</b>	7/10/2020	<b>* approves the day after Independence Monday</b>
7/6/2020	7/19/2020	<b>7/20/2020</b>	7/24/2020	
7/20/2020	8/2/2020	<b>8/3/2020</b>	8/7/2020	
8/3/2020	8/16/2020	<b>8/17/2020</b>	8/21/2020	
8/17/2020	8/30/2020	<b>8/31/2020</b>	9/4/2020	<b>Labor day is 9/7/2020</b>
8/31/2020	9/13/2020	<b>9/14/2020</b>	9/18/2020	
9/14/2020	9/27/2020	<b>9/28/2020</b>	10/2/2020	
9/28/2020	10/11/2020	<b>10/12/2020</b>	10/16/2020	
10/12/2020	10/25/2020	<b>10/26/2020</b>	10/30/2020	
10/26/2020	11/8/2020	<b>11/9/2020</b>	11/13/2020	
11/9/2020	11/22/2020	<b>11/23/2020</b>	11/27/2020	<b>Thanksgiving is November 26</b>
11/23/2020	12/6/2020	<b>12/7/2020</b>	12/11/2020	
12/7/2020	12/20/2020	<b>12/21/2020</b>	12/24/2020	<b>Payday will be December 24, 2020</b>
12/21/2020	1/3/2021	<b>1/4/2021</b>	1/8/2021	

Students can approve timesheets beginning at midnight on the last day of the pay period until Noon the due date. Supervisors can approve anytime between 12:01 p.m. and 5:00 p.m. on the due date.

Hours not entered or approved on time will need to be entered on the NEXT pay period and paid on the next pay date.

**Dates are subject to change without notice.**