

2020

THOMAS NELSON COMMUNITY COLLEGE PAYROLL SUBMISSION AND CHECK DISTRIBUTION SCHEDULE

Semi Monthly-Lagged

Frequencies: 70 (Classified & Administrative Professional), 71 (9 Month Faculty receiving 18 payments) and 77 (9 Month Faculty receiving 24 payments)

Following this schedule will help us ensure accurate and timely payment to you.

- Timesheets received after the deadline date will be paid on the next available payroll unless the paperwork is incomplete. In those cases, the paperwork will be returned to the appropriate department for completion.
- ****** Signifies dates subject to change due to Holidays.
- Time Administration runs every 3 hours starting at 5:00 a.m. Any time entered within the 3 hour range will not pull through for supervisor approval until the next Time Administration processes.
- Hours worked should be entered on a daily basis.
- **If updating your timesheet after the approval deadline, please notify your supervisor, as it will impact your overall payment.**
- If you have questions or need assistance, please call Payroll at 757-825-2990.

<u>Beginning Period</u>	<u>Ending Period</u>	PeopleSoft Manager Approval and PR-P1'S Submission is 10:00 a.m. unless otherwise noted Semi-Monthly	<u>Employee Pay Dates</u>
December 25	- January 9	January 10	January 16
January 10	- January 24	January 27	January 31
January 25	- February 9	February 10	February 14
February 10	- February 24	February 24	February 28
February 25	- March 9	March 10	March 16
March 10	- March 24	March 25	March 31
March 25	- April 9	April 10	April 16
April 10	- April 24	April 27	May 1
April 25	- May 9	May 11	May 15
May 10	- May 24	May 26	June 1
May 25	- June 9	June 10	June 16
June 10	- June 24	June 25	July 1
June 25	- July 9	July 10	July 16
July 10	- July 24	July 27	July 31
July 25	- August 9	August 10	August 14
August 10	- August 24	August 26	September 1
August 25	- September 9	September 10	September 16
September 10	- September 24	September 24	September 30
September 25	- October 9	October 9	October 16
October 10	- October 24	October 26	October 30
October 25	- November 9	November 9	November 16
November 10	- November 24	November 23	December 1
November 25	- December 9	December 10	December 16
December 10	- December 24	December 25	December 31