ANDERSON UNIVERSITY

BIWEEKLY PAYROLL SCHEDULE — FISCAL YEAR 2019-2020

		Student Employment	Authorize	PAYROLL
		Requisitions Due Date*	Payroll	FUNDS
PAYROLL PERIOD		*1 wk prior to 1st day work	Run Exceptions by 10 a.m.	RELEASED
MAY 12 - MAY 25	1ST SUMM STDT	MAY 06	Tuesday, MAY 28*	MAY 31
MAY 26- JUN 08		MAY 20	JUN 10	JUN 14
JUN 09 - JUN 22		JUN 03	JUN 24	JUN 28
JUN 23 - JUL 06		JUN 17	JUL 8	JUL 12
JUL 07 - JUL 20		JUL 01	JUL 22	JUL 26
JUL 21 - AUG 03		JUL 15	AUG 5	AUG 09
AUG 04- AUG 17	LAST SUMM STDT	JUL 29	AUG 19	AUG 23
AUG 18- AUG 31	1st Pay - SEM I - FWS STD	AUG 12	Tuesday, SEP 03*	SEP 06
SEPT 01- SEPT 14		AUG 26	SEP 16	SEP 20
SEPT 15-SEPT 28		SEP 9	SEP 30	OCT 04
SEPT 29 - OCT 12		SEP 23	OCT 14	OCT 18
OCT 13- OCT 26		OCT 07	OCT 28	NOV 01
OCT 27- NOV 09		OCT 21	NOV 11	NOV 15
NOV 10 - Nov 23		NOV 04	NOV 25	NOV 29
NOV 24 - DEC 07		NOV 18	DEC 9	DEC 13
DEC 08 - DEC 21		DEC 02	DEC 23	DEC 27
DEC 22- JAN 04, 2020		DEC 16	JAN 6	JAN 10
JAN 05- JAN 18	1st Pay - SEM II	DEC 30	Tuesday, JAN 21*	JAN 24
JAN 19- FEB 01		JAN 13	FEB 3	FEB 07
FEB 02- FEB 15		JAN 27	FEB 17	FEB 21
FEB 16- FEB 29		FEB 10	MAR 2	MAR 06
MAR 01 - MAR 14		FEB 24	MAR 16	MAR 20
MAR 15- MAR 28		MAR 09	MAR 30	APR 03
MAR 29- APR 11		MAR 23	APR 13	APR 17
APR 12- APR 25		APR 06	APR 27	MAY 01
APR 26 - May 09**	LAST FWS STDT Pay**	APR 20	May 11	May 15
**Off Campus Agencies: LAST DAY FWS STDT is Friday, MAY 8, 2020				

*DATE MODIFIED BECAUSE OF HOLIDAY OR VACATION CONFLICT.

PLEASE NOTE--ALL Student Employment Requisitions are due in WLE by 5:00 p.m. on date specificed above OR 1 week prior to first day of work in order to clock in using Time & Labor computerize web clock. Dates are subject to change.

NO PAY ADVANCE UNLESS IT IS THE ERROR OF THE BUSINESS OFFICE OR WORK LIFE ENGAGEMENT
IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT Kathy Young (X4134) IN WORK LIFE ENGAGEMENT

Time Card Conversion		MINUTES to tenths	
0-5	0	30-35	.5
6-11	.1	36-41	.6
12-17	.2	42-47	.7
18-23	.3	48-53	.8
24-29	.4	54-59	.9

Student Employment	From:	To:
Summer 2019	May 12	Aug. 17
Sem. I 2019-20	Aug. 18	Jan. 4, 2020
Sem. II 2019-20	Jan. 5, 2020	May 9, 2020**

** Last Day to work for FWS at Off Campus Agency: May 8, 2020

TIME AND LABOR PROCESS DEADLINES:

1. EXCEPTIONS RUN BY 10 A.M.
2. Timesheets reviewed, additions and corrections made and submitted by 10 A.M.
3. Payable Time Approved by 12 noon
4. Final Deadline 2 p.m.