

2020 MONTHLY PAYROLL SCHEDULE Academic & Assistant

Month	Pay No.	Work Time Paid (Pay Period)	Paycheck Process Date (Calc Date)	Pay Date	Insurance Coverage Period
JAN	1	12/16/2019 - 01/15/2020	01/08/2020	01/16/2020	01/01/2020 - 01/31/2020
FEB	2	01/16/2020 - 02/15/2020	02/07/2020	02/14/2020	02/01/2020 - 02/29/2020
MAR	3	02/16/2020 - 03/15/2020	03/09/2020	03/16/2020	03/01/2020 - 03/31/2020
APR	4	03/16/2020 - 04/15/2020	04/07/2020	04/16/2020	04/01/2020 - 04/30/2020
MAY	5	04/16/2020 - 05/15/2020	05/08/2020	05/15/2020	05/01/2020 - 05/31/2020
JUN	6	05/16/2020 - 06/15/2020	06/09/2020	06/16/2020	06/01/2020 - 06/30/2020
JUL	7	06/16/2020 - 07/15/2020	07/08/2020	07/16/2020	07/01/2020 - 07/31/2020
AUG	8	07/16/2020 - 08/15/2020	08/07/2020	08/14/2020	08/01/2020 - 08/31/2020
SEP	9	08/16/2020 - 09/15/2020	09/09/2020	09/16/2020	09/01/2020 - 09/30/2020
OCT	10	09/16/2020 - 10/15/2020	10/09/2020	10/16/2020	10/01/2020 - 10/31/2020
NOV	11	10/16/2020 - 11/15/2020	11/09/2020	11/16/2020	11/01/2020 - 11/30/2020
DEC	12	11/16/2020 - 12/15/2020	12/09/2020	12/16/2020	12/01/2020 - 12/31/2020

- 1) An employee must be actively employed, or benefits eligible on the **first day** of an insurance coverage period to owe premiums for that period.
- 2) Owed back premiums will be taken from the next available paycheck after University Payroll & Benefits is notified of the discrepancy. Employees will be notified of this action by email and campus mail.