

End of Year HR Paperwork Deadline Chart

With the upcoming holidays and university closings, please be mindful of the following [HR actions deadlines](#).

Pay Period Ending	Deadline to Have Actions to College by Noon	Deadline to Have Actions to HR by Noon	Pay Day (Check Date)
Thursday, October 15, 2020	Friday, September 11, 2020	Friday, September 18, 2020	October 15 (current)
			October 30 (lag)
Saturday, October 31, 2020	Monday, September 28, 2020	Monday, October 5, 2020	October 30 (current)
			November 13 (lag)
Sunday, November 15, 2020	Wednesday, October 14, 2020	Wednesday, October 21, 2020	November 13 (current)
			November 30 (lag)
Monday, November 30, 2020	Thursday, October 22, 2020	Monday, November 2, 2020	November 30 (current)
			December 15 (lag)
Tuesday, December 15, 2020	Friday, November 6, 2020	Wednesday, November 18, 2020	December 15 (current)
			December 23 (lag)
Thursday, December 31, 2020	Monday, November 16, 2020	Monday, November 30, 2020	December 23 (current)
			January 15 (lag)
Friday, January 15, 2021	Friday, November 20, 2020	Wednesday, December 9, 2020	January 15 (current)
			January 29 (lag)

***During high volume periods, at the beginning and end of each academic semester, additional time may be required for processing.**

IMPORTANT: Paperwork received after these deadlines may not be processed until the next payroll. Separations and leave without pay transactions received after the deadline may result in **salary overpayments** to the employee. Please ensure reappointments for Research Grant/Time Limited employees are received by the deadline and prior to the end date of the position to ensure they do not auto-terminate.