

Rutgers, The State University  
 Division of Payroll Services  
 Time and Labor Schedule  
 Calendar Year 2020

**Payroll**

<b>Cycle</b>	<b>Time and Labor Cutoff</b>	<b>Pay Date</b>
Hourly	Friday, December 20, 2019	Friday, January 3, 2020
Salary	Monday, January 6, 2020	Friday, January 10, 2020
Hourly	Monday, January 13, 2020	Friday, January 17, 2020
Salary	Friday, January 17, 2020	Friday, January 24, 2020
Hourly	Monday, January 27, 2020	Friday, January 31, 2020
Salary	Monday, February 3, 2020	Friday, February 7, 2020
Hourly	Monday, February 10, 2020	Friday, February 14, 2020
Salary	Monday, February 17, 2020	Friday, February 21, 2020
Hourly	Monday, February 24, 2020	Friday, February 28, 2020
Salary	Monday, March 2, 2020	Friday, March 6, 2020
Hourly	Monday, March 09, 2020	Friday, March 13, 2020
Salary	Monday, March 16, 2020	Friday, March 20, 2020
Hourly	Monday, March 23, 2020	Friday, March 27, 2020
Salary	Monday, March 30, 2020	Friday, April 3, 2020
Hourly	Monday, April 6, 2020	Friday, April 10, 2020
Salary	Monday, April 13, 2020	Friday, April 17, 2020
Hourly	Monday, April 20, 2020	Friday, April 24, 2020
Salary	Monday, April 27, 2020	Friday, May 1, 2020
Hourly	Monday, May 4, 2020	Friday, May 8, 2020
Salary	Monday, May 11, 2020	Friday, May 15, 2020
Hourly	Monday, May 18, 2020	Friday, May 22, 2020
Salary	Friday, May 22, 2020	Friday, May 29, 2020
Hourly	Monday, June 1, 2020	Friday, June 5, 2020
Salary	Monday, June 8, 2020	Friday, June 12, 2020
Hourly	Monday, June 15, 2020	Friday, June 19, 2020
Salary	Monday, June 22, 2020	Friday, June 26, 2020
Hourly	Friday, June 26, 2020	Friday, July 3, 2020
Salary	Monday, July 6, 2020	Friday, July 10, 2020
Hourly	Monday, July 13, 2020	Friday, July 17, 2020
Salary	Monday, July 20, 2020	Friday, July 24, 2020
Hourly	Monday, July 27, 2020	Friday, July 31, 2020,
Salary	Monday, August 3, 2020	Friday, August 7, 2020
Hourly	Monday, August 10, 2020	Friday, August 14, 2020
Salary	Monday, August 17, 2020	Friday, August 21, 2020
Hourly	Monday, August 24, 2020	Friday, August 28, 2020
Salary	Friday, August 31, 2020	Friday, September 4, 2020
Hourly	Friday September 4, 2020	Friday, September 11, 2020
Salary	Monday, September 14, 2020	Friday, September 18, 2020
Hourly	Monday, September 21, 2020	Friday, September 25, 2020
Salary	Monday, September 28, 2020	Friday, October 2, 2020
Hourly	Monday, October 5, 2020	Friday, October 9, 2020
Salary	Monday, October 12, 2020	Friday, October 16, 2020
Hourly	Monday, October 19, 2020	Friday, October 23, 2020
Salary	Monday, October 26, 2020	Friday, October 30, 2020
Hourly	Monday, November 2, 2020	Friday, November 6, 2020
Salary	Monday, November 9, 2020	Friday, November 13, 2020
Hourly	Monday, November 16, 2020	Friday, November 20, 2020
Salary	Thursday, November 19, 2020	Friday, November 27, 2020
Hourly	Monday, November 30, 2020	Friday, December 4, 2020
Salary	Thursday December 3, 2020	Friday, December 11, 2020

The calendar for December 2020 will be announced at a later date.

Time Admin is scheduled to run at 12:00pm and 3:00 am daily

There will be an extra Time Admin run at 2:30pm on the cutoff Monday

The cutoff Monday schedule will be as follows:

12:00 Time Entry should be completed

12:00 - 1:30 Time Admin will convert reported time into payable time

1:30 - 2:30 Approve payable time and correct exceptions

2:30 - 3:30 Additional Time Admin to convert corrected exceptions into payable time

3:30 - 4:30 Approve any remaining payable time