

Washburn University Finance Office

Pay Calendars – 2020

The pay calendars below are broken down by type of employee: non-exempt staff, students, and faculty and exempt staff. These calendars apply to both Washburn University and Washburn Tech employees.

Non-Exempt Staff (Paid Bi-weekly) Pay Calendar - 2020

Timesheets for non-exempt staff must be **completed online** (via web time entry or departmental time entry) **by noon** on the stated “Timesheet Due” date. Online **supervisor approvals must be completed by 10:00 P.M.** on the stated “Approval Due” date. Approved paper timesheets must be received in Payroll by 9:00 A.M. on the day after the stated “Timesheet Due” date.

No Manual checks are processed in between payroll processing dates due to non-submission of time worked. If you miss the online submission deadline you must fill out a paper timesheet, obtain your supervisors’ approval signature and bring it to the payroll office by 9:00 A.M. on the day after the “Approval Due” Date. Late paper timesheets received after 9:00 A.M. on the day after the “Approval Due” date will not be processed until the next regular scheduled pay date

Pay No.	Work Period	Timesheet Due	Approval Due	Pay Date
1	Dec 15 – Dec 28, 2019	Tue, Dec 24 – non essential (not scheduled to work over Holiday) Mon, Dec 30 – essential staff scheduled to work over Holiday	Mon, Dec 30 (or Dec 24 if all your staff have submitted)	Jan 3
2	Dec 29, 2019– Jan 11	Mon, Jan 13	Mon, Jan 13	Jan 17
3	Jan 12 – Jan 25	Mon, Jan 27	Mon, Jan 27	Jan 31
4	Jan 26 – Feb 8	Mon, Feb 10	Mon, Feb 10	Feb 14
5	Feb 9 – Feb 22	Mon, Feb 24	Mon, Feb 24	Feb 28
6	Feb 23 – Mar 7	Mon, Mar 9	Mon, Mar 9	Mar 13
7	Mar 8 – Mar 21	Mon, Mar 23	Mon, Mar 23	Mar 27
8	Mar 22 – Apr 4	Mon, Apr 6	Mon, Apr 6	Apr 10
9	Apr 5 – Apr 18	Mon, Apr 20	Mon, Apr 20	Apr 24
10	Apr 19 – May 2	Mon, May 4	Mon, May 4	May 8
11	May 3 – May 16	Mon, May 18	Mon, May 18	May 22
12	May 17 – May 30	Mon, Jun 1	Mon, Jun 1	Jun 5
13	May 31 – Jun 13	Mon, Jun 15	Mon, Jun 15	Jun 19
14	Jun 14 – Jun 27	Mon, Jun 29	Mon, Jun 29	Jul 3
15	Jun 28 – Jul 11	Mon, Jul 13	Mon, Jul 13	Jul 17
16	Jul 12 – Jul 25	Mon, Jul 27	Mon, Jul 27	Jul 31
17	Jul 26 – Aug 8	Mon, Aug 10	Mon, Aug 10	Aug 14
18	Aug 9 – Aug 22	Mon, Aug 24	Mon, Aug 24	Aug 28
19	Aug 23 – Sep 5	Tue, Sep 8	Tue, Sep 8	Sep 11
20	Sep 6 – Sep 19	Mon, Sep 21	Mon, Sep 21	Sep 25
21	Sep 20 – Oct 3	Mon, Oct 5	Mon, Oct 5	Oct 9
22	Oct 4 – Oct 17	Mon, Oct 19	Mon, Oct 19	Oct 23
23	Oct 18 – Oct 31	Mon, Nov 2	Mon, Nov 2	Nov 6
24	Nov 1 – Nov 14	Mon, Nov 16	Mon, Nov 16	Nov 20
25	Nov 15 – Nov 28	Mon, Nov 30	Mon, Nov 30	Dec 4
26	Nov 29 – Dec 12	Mon, Dec 14	Mon, Dec 14	Dec 18
27	Dec 13 – Dec 26	Mon, Dec 28	Mon, Dec 28	Dec 31

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Student Pay Calendar - 2020

Timesheets for students must be completed online by 10:00 P.M. on the stated “Timesheet Due” date, normally a Monday, unless otherwise noted. *Supervisor online approvals must be completed by 10:00 P.M.* on the stated “Approval Due” date, normally a Tuesday, unless otherwise noted.

No Manual checks are processed in between payroll processing dates due to non-submission of time worked. If you miss the online submission deadline you must fill out a paper timesheet, obtain your supervisors’ approval signature (as well as the Student Coordinator’s signature for Federal Work Study positions) and bring it to the payroll office by 9:00 A.M. on the day after the Approval Due Date. Late paper timesheets received after 9:00 A.M. on the day after the “Approval Due” date will not be processed until the next regular scheduled pay date.

Pay No.	Work Period	Timesheet Due	Approval Due	Pay Date
1	Dec 8 – Dec 21, 2019	Mon, Dec, 23 Noon	Mon, Dec 23	Jan 3
2	Dec 22, 2019 – Jan 4	Mon, Jan 6	Tue, Jan 7	Jan 17
3	Jan 5 – Jan 18	Tue, Jan 21	Wed, Jan 22	Jan 31
4	Jan 19 – Feb 1	Mon, Feb 3	Tue, Feb 4	Feb 14
5	Feb 2 – Feb 15	Mon, Feb 17	Tue, Feb 18	Feb 28
6	Feb 16 – Feb 29	Mon, Mar 2	Tue, Mar 3	Mar 13
7	Mar 1 – Mar 14	Mon, Mar 16	Tue, Mar 17	Mar 27
8	Mar 15 – Mar 28	Mon, Mar 30	Tue, Mar 31	Apr 10
9	Mar 29 – Apr 11	Mon, Apr 13	Tue, Apr 14	Apr 24
10	Apr 12 – Apr 25	Mon, Apr 27	Tue, Apr 28	May 8
11	Apr 26 – May 9	Mon, May 11	Tue, May 12	May 22
12	May 10 – May 23	Tue, May 26	Wed, May 27	Jun 5
13	May 24 – Jun 6	Mon, Jun 8	Tue, Jun 9	Jun 19
14	Jun 7 – Jun 20	Mon, Jun 22	Tue, Jun 23	Jul 3
15	Jun 21 – Jul 4	Mon, Jul 6	Tue, Jul 7	Jul 17
16	Jul 5 – Jul 18	Mon, Jul 20	Tue, Jul 21	Jul 31
17	Jul 19 – Aug 1	Mon, Aug 3	Tue, Aug 4	Aug 14
18	Aug 2 – Aug 15	Mon, Aug 17	Tue, Aug 18	Aug 28
19	Aug 16 – Aug 29	Mon, Aug 31	Tue, Sep 1	Sep 11
20	Aug 30 – Sep 12	Mon, Sep 14	Tue, Sep 15	Sep 25
21	Sep 13 – Sep 26	Mon, Sep 28	Tue, Sep 29	Oct 9
22	Sep 27 – Oct 10	Mon, Oct 12	Tue, Oct 13	Oct 23
23	Oct 11 – Oct 24	Mon, Oct 26	Tue, Oct 27	Nov 6
24	Oct 25 – Nov 7	Mon, Nov 9	Tue, Nov 10	Nov 20
25	Nov 8 – Nov 21	Mon, Nov 23	Tue, Nov 24	Dec 4
26	Nov 22 – Dec 5	Mon, Dec 7	Tue, Dec 8	Dec 18
27	Dec 6 – Dec 19	Mon, Dec 21	Tue, Dec 22	Dec 31

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Faculty and Exempt Staff Pay Calendar - 2020

Timesheets for exempt staff (reporting personal and/or sick leave taken) must be completed online (via web time entry or departmental time entry) by 10:00 P.M. on the stated date, unless otherwise noted. Any leave expected to be taken after the submission deadline (for the current month) should be reported on the timesheet. Any changes you have to leave time reported after payroll is process need sent to Human Resources so they can correct your used leave balances.

Supervisor online approvals must be completed by **10:00 P.M.** on the stated date, unless otherwise noted.

Note: December deadlines are a bit earlier than the other months, due to the Winter Holiday Closing.

Paper supplemental timesheets are due in the VPAA/VPAT office by the 18th of each month (with the exception of December they are due by the 10th). No Manual checks are processed in between payroll processing dates due to receiving supplemental timesheets after the 18th of the month. If you miss the deadline for submission you will not be paid for those supplemental wages until the next regular scheduled pay date.

Pay No.	Work Period	Timesheet Due Online	Supervisor Approval Due	Pay Date
1	January	Thursday – Jan 23	Friday - Jan 24	Friday - Jan 31
2	February	Thursday - Feb 20	Friday - Feb 21	Friday - Feb 28
3	March	Tuesday - Mar 24	Wednesday - Mar 25	Tuesday - Mar 31
4	April	Thursday - Apr 23	Friday - Apr 24	Thursday - Apr 30
5	May	Thursday- May 21	Friday - May 22	Friday - May 29
6	June	Monday - June 22	Tuesday - June 23	Tuesday - June 30
7	July	Thursday - July 23	Friday - July 24	Friday - July 31
8	August	Monday - Aug 24	Tuesday - Aug 25	Monday- Aug 31
9	September	Wednesday - Sep 23	Thursday - Sep 24	Wednesday - Sep 30
10	October	Friday - Oct 23	Monday - Oct 26	Friday - Oct 30
11	November	Friday - Nov 20	Monday - Nov 23	Monday - Nov 30
12	December	Wednesday - Dec 16	Thursday - Dec 17	Wednesday - Dec 23