# 2019 - 2020 Bi-Weekly WTE Payroll Schedule

## WKU

| Pay # | Notes | Pay Period | Employee Time Entry Deadline 12:00 noon | Approver Deadline 6:00 PM | Pay Date |
|---|---|---|---|---|---|
| 15 | July 4th | 6/24/19 to 7/07/19 | 7/8/19 | 7/8/19 | 7/19/19 |
| 16 | | 7/8/19 to 7/21/19 | 7/22/19 | 7/22/19 | 8/2/19 |
| 17 | | 7/22/19 to 8/04/19 | 8/5/19 | 8/5/19 | 8/16/19 |
| 18 | | 8/05/19 to 8/18/19 | 8/19/19 | 8/19/19 | 8/30/19 |
| 19** | *Fall Term - Aug 26* | 8/19/19 to 9/01/19 | 9/3/19^^ | 9/3/19^^ | 9/13/19 |
| 20 | Labor Day - Sep 2 | 9/02/19 to 9/15/19 | 9/16/19 | 9/16/19 | 9/27/19 |
| 21 | | 9/16/19 to 9/29/19 | 9/30/19 | 9/30/19 | 10/11/19 |
| 22 | | 9/30/19 to 10/13/19 | 10/14/19 | 10/14/19 | 10/25/19 |
| 23 | | 10/14/19 to 10/27/19 | 10/28/19 | 10/28/19 | 11/8/19 |
| 24 | | 10/28/19 to 11/10/19 | 11/11/19 | 11/11/19 | 11/22/19 |
| 25** | | 11/11/19 to 11/24/19 | 11/18/19 | 11/18/19 | 12/6/19 |
| 26** | Thanksgiving - Nov 28 | 11/25/19 to 12/08/19 | 11/25/19 | 11/25/19 | 12/13/19 |
| 1** | | 12/09/19 to 12/22/19 | 12/2/19 | 12/2/19 | 1/3/20 |
| 2** | | 12/23/19 to 1/05/20 | 1/7/20^^ | 1/7/20^^ | 1/17/20 |
| 3** | *Winter Term - Jan 6* | 1/06/20 to 1/19/20 | 1/21/20^^ | 1/21/20^^ | 1/31/20 |
| 4 | *MLK Day - Jan 20; SPR term - Jan 27* | 1/20/20 to 2/02/20 | 2/3/20 | 2/3/20 | 2/14/20 |
| 5 | | 2/03/20 to 2/16/20 | 2/17/20 | 2/17/20 | 2/28/20 |
| 6 | | 2/17/20 to 3/01/20 | 3/2/20 | 3/2/20 | 3/13/20 |
| 7 | | 3/02/20 to 3/15/20 | 3/16/20 | 3/16/20 | 3/27/20 |
| 8 | | 3/16/20 to 3/29/20 | 3/30/20 | 3/30/20 | 4/10/20 |
| 9 | | 3/30/20 to 4/12/20 | 4/13/20 | 4/13/20 | 4/24/20 |
| 10 | | 4/13/20 to 4/26/20 | 4/27/20 | 4/27/20 | 5/8/20 |
| 11 | | 4/27/20 to 5/10/20 | 5/11/20 | 5/11/20 | 5/22/20 |
| 12** | *Summer Term - May 18* | 5/11/20 to 5/24/20 | 5/26/20^^ | 5/26/20^^ | 6/5/20 |
| 13 | Memorial Day - May 25 | 5/25/20 to 6/07/20 | 6/8/20 | 6/8/20 | 6/19/20 |
| 14** | | 6/08/20 to 6/21/20 | 6/22/20 | 6/22/20 | 7/2/20 |

**     Indicates moved deadline for Holiday schedule

^^     Indicates employee time entry AND approver deadlines are 12:00 NOON.  Approvers should monitor employee time entry to make sure all time is entered before the NOON approver deadline.