October 2019 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Payroll Open/Close: Weekly (10/4) / Check Date: Stipend	**2**	**3** TL Rpt Deadline: Weekly (10/11) / TL Rpt Deadline: Biweekly (10/11) / Absence Reporting Deadline	**4** Check Date: Weekly / TL Appr Deadline: Weekly (10/11) / TL Appr Deadline: Biweekly (10/11) / Payroll Opens: TchFell (10/15) / Absence Approval Deadline / Absence Processing	**5**
6	**7** Payroll Closes: TchFell (10/15)	**8** Payroll Open/Close: Weekly (10/11) / Payroll Open/Close: Biweekly (10/11)	**9** TL Rpt Deadline: Weekly (10/18) / Absence Reporting Deadline	**10** TL Appr Deadline: Weekly (10/18) / Absence Approval Deadline / Absence Processing	**11** Check Date: Weekly / Check Date: Biweekly	**12**
13	**14** Columbus Day	**15** Payroll Open/Close: Weekly (10/18) / Check Date: Teaching Fellows	**16** File Deadline: Stipend / Absence Accrual Cycle	**17** TL Rpt Deadline: Weekly (10/25) / TL Rpt Deadline: Biweekly (10/25) / Absence Reporting Deadline	**18** Check Date: Weekly / TL Appr Deadline: Weekly (10/25) / TL Appr Deadline: Biweekly (10/25) / Absence Approval Deadline / Absence Processing	**19**
20	**21**	**22** Payroll Open/Close: Weekly (10/25) / Payroll Open/Close: Biweekly (10/25)	**23**	**24** TL Rpt Deadline: Weekly (11/1) / Payroll Opens: Monthly (10/31) / Absence Reporting Deadline	**25** Check Date: Weekly / Check Date: Biweekly / TL Appr Deadline: Weekly (11/1) / Payroll Closes: Monthly (10/31) / Payroll Opens: Stipend (11/1) / Absence Approval Deadline / Absence Processing	**26**
27	**28** Payroll Closes: Stipend (11/1)	**29** Payroll Open/Close: Weekly (11/1)	**30**	**31** TL Rpt Deadline: Weekly (11/8) / TL Rpt Deadline: Biweekly (11/8) / Check Date: Monthly / Absence Reporting Deadline		

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

November 2019 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Check Date: Weekly / TL Appr Deadline: Weekly (11/8) / TL Appr Deadline: Biweekly (11/8) / Check Date: Stipend / Absence Approval Deadline / Absence Processing	**2**
3	**4**	**5** Payroll Open/Close: Weekly (11/8) / Payroll Open/Close: Biweekly (11/8)	**6** TL Rpt Deadline: Weekly (11/15) / Absence Reporting Deadline	**7** TL Appr Deadline: Weekly (11/15) / Payroll Opens: TchFell (11/15) / Absence Approval Deadline / Absence Processing	**8** Check Date: Weekly / Check Date: Biweekly / Payroll Closes: TchFell (11/15) / File Deadline: Stipend	**9**
10	**11** Veteran's Day	**12** Payroll Open/Close: Weekly (11/11)	**13**	**14** TL Rpt Deadline: Weekly (11/22) / TL Rpt Deadline: Biweekly (11/22) / Absence Reporting Deadline	**15** Check Date: Weekly / TL Appr Deadline: Weekly (11/22) / TL Appr Deadline: Biweekly (11/22) / Payroll Opens: Monthly (11/27) / Check Date: Teaching Fellows / Absence Accrual Cycle / Absence Approval Deadline / Absence Processing	**16**
17 Payroll Closes: Monthly (11/27)	**18**	**19** Payroll Open/Close: Weekly (11/22) / Payroll Open/Close: Biweekly (11/22) / TL Rpt Deadline: Weekly (11/27) / Absence Reporting Deadline	**20** TL Appr Deadline: Weekly (11/27) / Payroll Opens: Stipend (11/27) / Absence Approval Deadline / Absence Processing	**21** Payroll Closes: Stipend (11/27)	**22** Payroll Open/Close: Weekly (11/27) / Check Date: Weekly / Check Date: Biweekly	**23**
24	**25**	**26** TL Rpt Deadline: Weekly (12/6) / TL Rpt Deadline: Biweekly (12/6) / Absence Reporting Deadline	**27** Check Date: Weekly / TL Appr Deadline: Weekly (12/6) / TL Appr Deadline: Biweekly (12/6) / Check Date: Monthly / Check Date: Stipend / Absence Approval Deadline / Absence Processing	**28** Thanksgiving	**29** Day After Thanksgiving	**30**

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

December 2019 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Payroll Open/Close: Weekly (12/6) — Payroll Open/Close: Biweekly (12/6) — File Deadline: Stipend	4	5 TL Rpt Deadline: Weekly (12/13) — Payroll Opens: TchFell (12/13) — Absence Reporting Deadline	6 Check Date: Weekly — Check Date: BiWeekly — TL Appr Deadline: Weekly (12/13) — Payroll Closes: TchFell (12/13) — Absence Approval Deadline — Absence Processing	7
8	9	10 Payroll Open/Close: Weekly (12/13)	11 Payroll Open: Monthly (12/23)	12 TL Rpt Deadline: Weekly (12/20) — TL Rpt Deadline: Biweekly (12/20) — Payroll Close: Monthly (12/23) — Payroll Opens: Stipend (12/23) — Absence Reporting Deadline	13 Check Date: Weekly — Check Date: Teaching Fellows — Payroll Closes: Stipend (12/23) — TL Appr Deadline: Weekly (12/20) — TL Appr Deadline: Biweekly (12/20) — Absence Approval Deadline — Absence Processing	14
15	16	17 Payroll Open/Close: Weekly (12/20) — Payroll Open/Close:Biweekly (12/20)	18 TL Rpt Deadline: Weekly (12/27) — **Off-Cycle Check Processing** — Absence Reporting Deadline — Absence Accrual Cycle	19 TL Appr Deadline: Weekly (12/27) — **Off-Cycle Check Processing** — Absence Approval Deadline — Absence Processing	20 Check Date: Weekly — Check Date: BiWeekly — **Off-Cycle Check Processing**	21
22 Check Date: Monthly — Check Date: Stipend — Payroll Open/Close: Weekly (12/27)	23	24 **1/2 Day Christmas Eve**	25 **Christmas** — TL Rpt Deadline:Weekly (1/3) — TL Rpt Deadline:Biweekly (1/3) — Absence Reporting Deadline	26 **Winter Recess** — TL Appr Deadline: Weekly (1/3) — TL Appr Deadline: Biweekly (1/3) — Absence Approval Deadline — Absence Processing	27 **Winter Recess** — Check Date: Weekly	28
29	30 **Winter Recess** — Payroll Open/Close: Weekly (1/3) — Payroll Open/Close:Biweekly (1/3)	31 **Winter Recess**	1 **New Year's Day** — Absence Reporting Deadline	2 TL Rpt Deadline: Weekly (1/10)	3 Check Date: Weekly — Check Date: Biweekly — TL Appr Deadline: Weekly (1/10) — Absence Approval Deadline — Absence Processing	4

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change   Absence Reporting Deadline

January 2020 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			New Year's Day 1	2 — TL Rpt Deadline: Weekly (1/10); Absence Reporting Deadline	3 — Check Date: Weekly; Check Date: Biweekly; TL Appr Deadline: Weekly (1/10); Absence Approval Deadline; Absence Processing	4
5	6	7 — Payroll Open/Close: Weekly (1/10)	8	9 — TL Rpt Deadline: Weekly (1/17); TL Rpt Deadline: Biweekly (1/17); Payroll Opens: TchFell (1/15); Absence Reporting Deadline	10 — Check Date: Weekly; TL Appr Deadline: Weekly (1/17); TL Appr Deadline: Biweekly (1/17); Payroll Closes: TchFell (1/15); Absence Approval Deadline; Absence Processing	11
12	13	14 — Payroll Open/Close: Weekly (1/17); Payroll Open/Close: Biweekly (1/17)	15 — TL Rpt Deadline: Weekly (1/24); Check Date: Teaching Fellows; File Deadline: Stipend; Absence Reporting Deadline	16 — TL Appr Deadline: Weekly (1/24); Absence Accrual Cycle; Absence Approval Deadline; Absence Processing	17 — Check Date: Weekly; Check Date: Biweekly	18
19	**Martin Luther King Day** 20	21 — Payroll Open/Close: Weekly (1/24)	22	23 — Payroll Opens: Monthly (1/31); TL Rpt Deadline: Weekly (1/31); TL Rpt Deadline: Biweekly (1/31); Absence Reporting Deadline	24 — Check Date: Weekly; TL Appr Deadline: Weekly (1/31); TL Appr Deadline: Biweekly (1/31); Payroll Closes: Monthly (1/31); Payroll Opens: Stipend (1/31); Absence Approval Deadline; Absence Processing	25
26	27 — Payroll Closes: Stipend (1/31)	28 — Payroll Open/Close: Weekly (1/31); Payroll Open/Close: Biweekly (1/31)	29	30 — TL Rpt Deadline: Weekly (2/7); Absence Reporting Deadline	31 — Check Date: Weekly; Check Date: Biweekly; Check Date: Monthly; Check Date: Stipend; TL Appr Deadline: Weekly (2/7); Absence Approval Deadline; Absence Processing	

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

February 2020 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	**3**	**4** Payroll Open/Close: Weekly (2/7)	**5**	**6** TL Rpt Deadline: Weekly (2/14); TL Rpt Deadline: Biweekly (2/14); Absence Reporting Deadline	**7** Check Date: Weekly; TL Appr Deadline: Weekly (2/14); TL Appr Deadline: Biweekly (2/14); Payroll Opens: TchFell (2/14); Absence Approval Deadline; Absence Processing	**8**
9	**10** Payroll Closes: TchFell (2/14)	**11** Payroll Open/Close: Weekly (2/14); Payroll Open/Close: Biweekly (2/14)	**12** TL Rpt Deadline: Weekly (2/21); File Deadline: Stipend; Absence Reporting Deadline	**13** TL Appr Deadline: Weekly (2/21); Absence Approval Deadline; Absence Processing	**14** Check Date: Weekly; Check Date: Biweekly; Check Date: Teaching Fellows	**15**
16	**17** President's Day	**18** Payroll Open/Close: Weekly (2/21); Absence Accrual Cycle	**19**	**20** TL Rpt Deadline: Weekly (2/28); TL Rpt Deadline: Biweekly (2/28); Payroll Opens: Monthly (2/28); Absence Reporting Deadline	**21** Check Date: Weekly; TL Appr Deadline: Weekly (2/28); TL Appr Deadline: Biweekly (2/28); Payroll Closes: Monthly (2/28); Payroll Opens: Stipend (2/28); Absence Approval Deadline; Absence Processing	**22**
23	**24** Payroll Closes: Stipend (2/28)	**25** Payroll Open/Close: Weekly (2/28); Payroll Open/Close: Biweekly (2/28)	**26**	**27** TL Rpt Deadline: Weekly (3/6); Absence Reporting Deadline	**28** Check Date: Weekly; Check Date: Biweekly; Check Date: Stipend; Check Date: Monthly; TL Appr Deadline: Weekly (3/6); Absence Approval Deadline; Absence Processing	**29**

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

March 2020 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	**2**	**3** Payroll Open/Close: Weekly (3/6)	**4**	**5** TL Rpt Deadline: Weekly (3/13) TL Rpt Deadline: Biweekly (3/13) ⠀ ⠀ Absence Reporting Deadline	**6** Check Date: Weekly TL Appr Deadline: Weekly (3/13) TL Appr Deadline: Biweekly (3/13) Payroll Opens: TchFell (3/13) ⠀ Absence Approval Deadline Absence Processing	**7**
8	**9** Payroll Closes: TchFell (3/13)	**10** Payroll Open/Close: Weekly (3/13) Payroll Open/Close: Biweekly (3/13)	**11**	**12** TL Rpt Deadline: Weekly (3/20) ⠀ ⠀ Absence Reporting Deadline	**13** Check Date: Weekly Check Date: Biweekly Check Date: Teaching Fellows TL Appr Deadline: Weekly (3/20) Absence Accrual Cycle Absence Approval Deadline Absence Processing	**14**
15 ⠀ Absence Accrual Cycle	**16**	**17** Payroll Open/Close: Weekly (3/22) File Deadline: Stipend	**18**	**19** TL Rpt Deadline: Weekly (3/27) TL Rpt Deadline: Biweekly (3/27) ⠀ Absence Reporting Deadline	**20** Check Date: Weekly TL Appr Deadline: Weekly (3/27) TL Appr Deadline: Biweekly (3/27) ⠀ ⠀ Absence Approval Deadline Absence Processing	**21**
22	**23**	**24** Payroll Open/Close: Weekly (3/27) Payroll Open/Close: Biweekly (3/27)	**25** Payroll Opens: Monthly (3/31)	**26** TL Rpt Deadline: Weekly (4/3) Payroll Closes: Monthly (3/31) Payroll Opens/Closes: Stipend 4/1 ⠀ Absence Reporting Deadline	**27** Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (4/3) Payroll Opens/Closes: Stipend 4/1 ⠀ Absence Approval Deadline Absence Processing	**28**
29	**30**	**31** Check Date: Monthly				

Weekly = Yellow		Dates in Parentheses refer to the associated Check Date
Biweekly = Blue		All Dates/Deadlines subject to change
Teaching Fellows = Gold		
Monthly = Green		
Stipend = Lavender		

April 2020 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Check Date: Stipend	**2** TL Rpt Deadline: Weekly (4/10) TL Rpt Deadline: Biweekly (4/10) Absence Reporting Deadline	**3** Check Date: Weekly TL Appr Deadline: Weekly (4/10) TL Appr Deadline: Biweekly (4/10) Absence Approval Deadline Absence Processing	**4**
5	**6**	**7** Payroll Open/Close: Weekly (4/10) Payroll Open/Close: Biweekly (4/10)	**8**	**9** TL Rpt Deadline: Weekly (4/17) Payroll Opens: TchFell (4/15) Absence Reporting Deadline	**10** Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (4/17) Payroll Closes: TchFell (4/15) Absence Approval Deadline Absence Processing	**11**
12	**13**	**14** Payroll Open/Close: Weekly (4/17)	**15** Check Date: Teaching Fellows File Deadline: Stipend	**16** TL Rpt Deadline: Weekly (4/24) TL Rpt Deadline: Biweekly (4/24) Absence Accural Cycle Absence Reporting Deadline	**17** Check Date: Weekly TL Appr Deadline: Weekly (4/24) TL Appr Deadline: Biweekly (4/24) Absence Approval Deadline Absence Processing	**18**
19	**20**	**21** Payroll Open/Close: Weekly (4/24) Payroll Open/Close: Biweekly (4/24)	**22**	**23** TL Rpt Deadline: Weekly (5/1) Payroll Opens: Monthly (4/30) Absence Reporting Deadline	**24** Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (5/1) Payroll Open: Stipend (5/1) Payroll Closes: Monthly (4/30) Absence Approval Deadline Absence Processing	**25**
26	**27** Payroll Close: Stipend (5/1)	**28** Payroll Open/Close: Weekly (5/1)	**29**	**30** TL Rpt Deadline: Weekly (5/8) TL Rpt Deadline: Biweekly (5/8) Check Date: Monthly Absence Reporting Deadline		

Weekly = Yellow	
Biweekly = Blue	
Teaching Fellows = Gold	
Monthly = Green	

May 2020 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Check Date: Weekly TL Appr Deadline: Weekly (5/8) TL Appr Deadline: Biweekly (5/8) Check Date: Stipend Absence Approval Deadline Absence Processing	**2**
3	**4**	**5** Payroll Open/Close: Weekly (5/8) Payroll Open/Close: Biweekly (5/8)	**6**	**7** TL Rpt Deadline: Weekly (5/15) Payroll Opens: TchFell (5/15) Absence Reporting Deadline	**8** Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (5/15) Payroll Closes: TchFell (5/15) Absence Approval Deadline Absence Processing	**9**
10	**11**	**12** Payroll Open/Close: Weekly (5/15)	**13**	**14** TL Rpt Deadline: Weekly (5/22) TL Rpt Deadline: Biweekly (5/22) Absence Reporting Deadline Absence Accrual Cycle	**15** Check Date: Weekly Check Date: Teaching Fellows TL Appr Deadline: Weekly (5/22) TL Appr Deadline: Biweekly (5/22) Absence Accrual Cycle Absence Approval Deadline Absence Processing	**16**
17	**18** File Deadline: Stipend	**19** Payroll Open/Close: Weekly (5/22) Payroll Open/Close: Biweekly (5/22)	**20** TL Rpt Deadline: Weekly (5/29) Absence Reporting Deadline	**21** TL Appr Deadline: Weekly (5/29) Payroll Opens: Monthly (5/29) Absence Approval Deadline Absence Processing	**22** Check Date: Weekly Check Date: Biweekly Payroll Closes: Monthly (5/29)	**23**
24	**25** Memorial Day	**26** Payroll Open/Close: Weekly (5/29)	**27** Payroll Open/Close Stipend (6/1)	**28** TL Rpt Deadline: Weekly (6/5) TL Rpt Deadline: Biweekly (6/5) Absence Reporting Deadline	**29** Check Date: Weekly Check Date: Monthly TL Appr Deadline: Weekly (6/5) TL Appr Deadline: Biweekly (6/5) Absence Approval Deadline Absence Processing	**30**
31						

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

June 2020 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Check Date: Stipend	**2** Payroll Open/Close: Weekly (6/5) Payroll Open/Close: Biweekly (6/5)	**3**	**4** TL Rpt Deadline: Weekly (6/12) Absence Reporting Deadline	**5** Check Date: Weekly TL Appr Deadline: Weekly (6/12) Payroll Opens: TchFell (6/15) Payroll Opens: TchFell (6/15) Absence Approval Deadline Absence Processing	**6**
7	**8** Payroll Closes: TchFell (6/15)	**9** Payroll Open/Close: Weekly (6/12)	**10**	**11** TL Rpt Deadline: Weekly (6/19) TL Rpt Deadline: Biweekly (6/19) Absence Reporting Deadline	**12** Check Date: Weekly TL Appr Deadline: Weekly (6/19) TL Appr Deadline: Biweekly (6/19) Absence Approval Deadline Absence Processing	**13**
14	**15** Check Date: Teaching Fellows	**16** Payroll Open/Close: Weekly (6/19) Payroll Open/Close: Biweekly (6/19) File Deadline: Stipend	**17** Absence Accrual Cycle	**18** TL Rpt Deadline: Weekly (6/26) Absence Reporting Deadline	**19** Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (6/26) Absence Approval Deadline Absence Processing	**20**
21	**22**	**23** Payroll Open/Close: Weekly (6/26) TL Rpt Deadline: Weekly (7/2) TL Rpt Deadline: Biweekly (7/2) Payroll Opens: Monthly (6/30) Absence Reporting Deadline	**24** TL Appr Deadline: Weekly (7/2) TL Appr Deadline: Biweekly (7/2) Payroll Closes: Monthly (6/30) Payroll Opens Stipend (7/1) Absence Approval Deadline Absence Processing	**25** Check Date: Weekly Check Date: Biweekly Payroll Closes Stipend (7/1)	**26**	**27**
28	**29** Payroll Open/Close: Weekly (7/2) Payroll Open/Close: Biweekly (7/2)	**30** Payroll Open/Close: Weekly (7/2) Check Date: Monthly				

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

July 2020 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 TL Rpt Deadline: Weekly (7/10); Check Date: Stipend; Absence Reporting Deadline	**2** Check Date: Weekly; TL Appr Deadline: Weekly (7/10); Absence Approval Deadline; Absence Processing	**3** Fourth of July	**4**
5	**6**	**7** Payroll Open/Close: Weekly (7/10)	**8**	**9** TL Rpt Deadline: Weekly (7/17); TL Rpt Deadline: Biweekly (7/17); Payroll Opens: TchFell (7/15); Absence Reporting Deadline	**10** Check Date: Weekly; TL Appr Deadline: Weekly (7/17); TL Appr Deadline: Biweekly (7/17); Payroll Closes: TchFell (7/15); Absence Approval Deadline; Absence Processing	**11**
12	**13**	**14** Payroll Open/Close: Weekly (7/17); Payroll Open/Close: Biweekly (7/17)	**15** Check Date: Teaching Fellows; File Deadline: Stipend	**16** TL Rpt Deadline: Weekly (7/24); Absence Accural Cycle; Absence Reporting Deadline	**17** Check Date: Weekly; Check Date: Biweekly; TL Appr Deadline: Weekly (7/24); Absence Approval Deadline; Absence Processing	**18**
19	**20**	**21** Payroll Open/Close: Weekly (7/24)	**22** Payroll Opens: Monthly (7/31)	**23** TL Rpt Deadline: Weekly (7/31); TL Rpt Deadline: Biweekly (7/31); Payroll Closes: Monthly (7/31); Absence Reporting Deadline	**24** Check Date: Weekly; TL Appr Deadline: Weekly (7/31); TL Appr Deadline: Biweekly (7/31); Payroll Open: Stipend (8/1); Absence Approval Deadline; Absence Processing	**25**
26	**27** Payroll Closes: Stipend (8/1)	**28** Payroll Open/Close: Weekly (7/31); Payroll Open/Close: Biweekly (7/31)	**29**	**30** TL Rpt Deadline: Weekly (8/7); Absence Reporting Deadline	**31** Check Date: Weekly; Check Date: Biweekly; Check Date: Monthly; Check Date: Stipend; TL Appr Deadline: Weekly (8/7); Absence Approval Deadline; Absence Processing	

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

August 2020 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	**3**	**4** Payroll Open/Close: Weekly (8/7)	**5**	**6** TL Rpt Deadline: Weekly (8/14) / TL Rpt Deadline: Biweekly (8/14) / Absence Reporting Deadline	**7** Check Date: Weekly / TL Appr Deadline: Weekly (8/14) / TL Appr Deadline: Biweekly (8/14) / Payroll Opens: TchFell (8/14) / Absence Approval Deadline / Absence Processing	**8**
9	**10** Payroll Closes: TchFell (8/14)	**11** Payroll Open/Close: Weekly (8/14) / Payroll Open/Close: Biweekly (8/14)	**12**	**13** TL Rpt Deadline: Weekly (8/21) / Absence Reporting Deadline	**14** Check Date: Weekly / Check Date: Biweekly / Check Date: Teaching Fellows / TL Appr Deadline: Weekly (8/21) / Absence Approval Deadline / Absence Processing	**15**
16	**17** File Deadline: Stipend / Absence Accrual Cycle	**18** Payroll Open/Close: Weekly (8/21)	**19**	**20** TL Rpt Deadline: Weekly (8/28) / TL Rpt Deadline: Biweekly (8/28) / Payroll Opens: Monthly (8/31) / Absence Reporting Deadline	**21** Check Date: Weekly / TL Appr Deadline: Weekly (8/28) / TL Appr Deadline: Biweekly (8/28) / Payroll Closes: Monthly (8/31) / Absence Approval Deadline / Absence Processing	**22**
23	**24**	**25** Payroll Open/Close: Weekly (8/28) / Payroll Open/Close: Biweekly (8/28)	**26** Payroll Opens: Stipend (9/1)	**27** TL Rpt Deadline: Weekly (9/4) / Payroll Closes: Stipend (9/1) / Absence Reporting Deadline	**28** Check Date: Weekly / Check Date: Biweekly / TL Appr Deadline: Weekly (9/4) / Absence Approval Deadline / Absence Processing	**29**
30	**31** Check Date: Monthly					

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

September 2020 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Payroll Open/Close: Weekly (9/4) Check Date: Stipend	**2** TL Rpt Deadline: Weekly (9/11) TL Rpt Deadline: Biweekly (9/11) Absence Reporting Deadline	**3** TL Appr Deadline: Weekly (9/11) TL Appr Deadline: Biweekly (9/11) Absence Approval Deadline Absence Processing	**4** Check Date: Weekly	**5**
6	**7** Labor Day	**8** Payroll Open/Close: Weekly (9/11) Payroll Open/Close: Biweekly (9/11)	**9** Payroll Opens: TchFell (9/15)	**10** TL Rpt Deadline: Weekly (9/18) Payroll Closes: TchFell (9/15) Absence Reporting Deadline	**11** Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (9/18) Absence Approval Deadline Absence Processing	**12**
13	**14**	**15** Payroll Open/Close: Weekly (9/18) Check Date: Teaching Fellows	**16** File Deadline: Stipend Absence Accrual Cycle	**17** TL Rpt Deadline: Weekly (9/25) TL Rpt Deadline: Biweekly (9/25) Absence Reporting Deadline	**18** Check Date: Weekly TL Appr Deadline: Weekly (9/25) TL Appr Deadline: Biweekly (9/25) Absence Approval Deadline Absence Processing	**19**
20	**21**	**22** Payroll Open/Close: Weekly (9/25) Payroll Open/Close: Biweekly (9/25)	**23**	**24** TL Rpt Deadline: Weekly (10/2) Payroll Opens: Monthly (9/30) Absence Reporting Deadline	**25** Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (10/2) Payroll Closes: Monthly (9/30) Payroll Opens: Stipend (10/1) Absence Approval Deadline Absence Processing	**26**
27	**28** Payroll Closes: Stipend (10/1)	**29** Payroll Open/Close: Weekly (10/2)	**30** Check Date: Monthly			

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

All Dates/Deadlines subject to change

October 2020 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 TL Rpt Deadline: Weekly (10/9); TL Rpt Deadline: Biweekly (10/9); Check Date: Stipend; Absence Reporting Deadline	**2** Check Date: Weekly; TL Appr Deadline: Weekly (10/9); TL Appr Deadline: Biweekly (10/9); Absence Approval Deadline; Absence Processing	**3**
4	**5**	**6** Payroll Open/Close: Weekly (10/9); Payroll Open/Close: Biweekly (10/9)	**7** TL Rpt Deadline: Weekly (10/16); Absence Reporting Deadline	**8** TL Appr Deadline: Weekly (10/16); Payroll Opens: TchFell (10/15); Absence Approval Deadline; Absence Processing	**9** Check Date: Weekly; Check Date: Biweekly; Payroll Closes: TchFell (10/15)	**10**
11	**Columbus Day** **12**	**13** Payroll Open/Close: Weekly (10/16)	**14** File Deadline: Stipend	**15** TL Rpt Deadline: Weekly (10/23); TL Rpt Deadline: Biweekly (10/23); Check Date: Teaching Fellows; Absence Reporting Deadline	**16** Check Date: Weekly; TL Appr Deadline: Weekly (10/23); TL Appr Deadline: Biweekly (10/23); Absence Accrual Cycle; Absence Approval Deadline; Absence Processing	**17**
18	**19**	**20** Payroll Open/Close: Weekly (10/23); Payroll Open/Close: Biweekly (10/23)	**21**	**22** TL Rpt Deadline: Weekly (10/30); Payroll Opens: Monthly (10/30); Absence Reporting Deadline	**23** Check Date: Weekly; Check Date: Biweekly; TL Appr Deadline: Weekly (10/30); Payroll Closes: Monthly (10/30); Payroll Opens: Stipend (10/30); Absence Approval Deadline; Absence Processing	**24**
25	**26** Payroll Closes: Stipend (10/30)	**27** Payroll Open/Close: Weekly (10/30)	**28**	**29** TL Rpt Deadline: Weekly (11/6); TL Rpt Deadline: Biweekly (11/6); Absence Reporting Deadline	**30** Check Date: Weekly; Check Date: Monthly; TL Appr Deadline: Weekly (11/6); TL Appr Deadline: Biweekly (11/6); Check Date: Stipend; Absence Approval Deadline; Absence Processing	**31**

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

November 2020 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	**2**	**3** Payroll Open/Close: Weekly (11/6); Payroll Open/Close: Biweekly (11/6)	**4** TL Rpt Deadline: Weekly (11/13) Absence Reporting Deadline	**5** Payroll Opens: TchFell (11/13); TL Appr Deadline: Weekly (11/13) Absence Approval Deadline; Absence Processing	**6** Check Date: Weekly; Check Date: Biweekly; Payroll Closes: TchFell (11/13)	**7**
8 Payroll Open/Close: Weekly (11/13)	**9**	**10**	**11 Veteran's Day**	**12** TL Rpt Deadline: Weekly (11/20); TL Rpt Deadline: Biweekly (11/20) Absence Reporting Deadline	**13** Check Date: Weekly; TL Appr Deadline: Weekly (11/20); TL Appr Deadline: Biweekly (11/20); Check Date: Teaching Fellows; File Deadline: Stipend Absence Approval Deadline; Absence Processing	**14**
15	**16**	**17** Payroll Open/Close: Weekly (11/20); Payroll Open/Close: Biweekly (11/20); TL Rpt Deadline: Weekly (11/25) Absence Reporting Deadline	**18** TL Appr Deadline: Weekly (11/25); Payroll Opens: Monthly (11/30) Absence Accrual Cycle; Absence Approval Deadline; Absence Processing	**19** Payroll Closes: Monthly (11/30)	**20** Check Date: Weekly; Check Date: Biweekly; Payroll Open/Close: Weekly (11/25)	**21**
22	**23**	**24** TL Rpt Deadline: Weekly (12/4); TL Rpt Deadline: Biweekly (12/4); Payroll Opens: Stipend (12/1) Absence Reporting Deadline	**25** Check Date: Weekly; TL Appr Deadline: Weekly (12/4); TL Appr Deadline: Biweekly (12/4); Payroll Closes: Stipend (12/1) Absence Approval Deadline; Absence Processing	**26 Thanksgiving**	**27 Day After Thanksgiving**	**28**
29	**30** Check Date: Monthly					

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

December 2020 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Payroll Open/Close: Weekly (12/4) Payroll Open/Close: Biweekly (12/4) Check Date: Stipend File Deadline: Stipend	**2**	**3** TL Rpt Deadline: Weekly (12/11) Payroll Opens: TchFell (12/15) Absence Reporting Deadline	**4** Check Date: Weekly Check Date: BiWeekly TL Appr Deadline: Weekly (12/11) Payroll Closes: TchFell (12/15) Absence Approval Deadline Absence Processing	**5**
6	**7**	**8** Payroll Open/Close: Weekly (12/11)	**9** Payroll Open: Monthly (12/23)	**10** TL Rpt Deadline: Weekly (12/18) TL Rpt Deadline: Biweekly (12/18) Payroll Close: Monthly (12/23) Payroll Opens: Stipend (12/23) Absence Reporting Deadline	**11** Check Date: Weekly Payroll Closes: Stipend (12/23) TL Appr Deadline: Weekly (12/18) TL Appr Deadline: Biweekly (12/18) Absence Approval Deadline Absence Processing	**12**
13	**14**	**15** Payroll Open/Close: Weekly (12/18) Payroll Open/Close:Biweekly (12/18) Check Date: Teaching Fellows TL Rpt Deadline: Weekly (12/23) Absence Reporting Deadline	**16** TL Appr Deadline: Weekly (12/23) **Off-Cycle Check Processing** Absence Accrual Cycle Absence Approval Deadline Absence Processing	**17** **Off-Cycle Check Processing**	**18** Check Date: Weekly Check Date: BiWeekly Payroll Open/Close: Weekly (12/23)	**19**
20	**21**	**22** TL Rpt Deadline: Weekly (12/31) TL Rpt Deadline: Biweekly (12/31) Absence Reporting Deadline	**23** TL Appr Deadline: Weekly (12/31) TL Appr Deadline: Biweekly (12/31) Check Date: Weekly Check Date: Monthly Check Date: Stipend Absence Approval Deadline Absence Processing	**24** **1/2 Day Christmas Eve**	**Christmas 25**	**26**
27	**Winter Recess 28** Payroll Open/Close: Weekly (12/31) Payroll Open/Close:Biweekly (12/31)	**Winter Recess 29**	**Winter Recesss 30** TL Rpt Deadline: Weekly (1/8) Absence Reporting Deadline	**Winter Recesss 31** Check Date: Weekly Check Date: BiWeekly TL Appr Deadline: Weekly (1/8) Absence Approval Deadline Absence Processing	**New Years Day 1**	**2**

Weekly = Yellow	Dates in Parentheses refer to the associated Check Date
Biweekly = Blue	All Dates/Deadlines subject to change
Teaching Fellows = Gold	
Monthly = Green	
Stipend = Lavender	