

M1 Payroll Schedule
January 2020 - December 2020

Period	Start Date	End Date	Pay Date	Payroll Run Day	Deadlines are 5:00 PM		
					Manager Timecard Approval Deadline		Deadline for Documents to HRSC to Meet Payroll
					With Supplementary Pay	Without Supplementary Pay	
1 2020 Calendar Month	1-Jan-20	31-Jan-20	31-Jan-20	23-Jan-20	22-Jan-20	6-Feb-20	8-Jan-20
2 2020 Calendar Month	1-Feb-20	29-Feb-20	28-Feb-20	25-Feb-20	24-Feb-20	5-Mar-20	8-Feb-20
3 2020 Calendar Month	1-Mar-20	31-Mar-20	31-Mar-20	25-Mar-20	24-Mar-20	24-Mar-20	8-Mar-20
4 2020 Calendar Month	1-Apr-20	30-Apr-20	30-Apr-20	22-Apr-20	21-Apr-20	7-May-20	8-Apr-20
5 2020 Calendar Month	1-May-20	31-May-20	29-May-20	20-May-20	19-May-20	9-Jun-20	8-May-20
6 2020 Calendar Month	1-Jun-20	30-Jun-20	30-Jun-20	25-Jun-20	24-Jun-20	9-Jul-20	9-Jun-20
7 2020 Calendar Month	1-Jul-20	31-Jul-20	31-Jul-20	27-Jul-20	24-Jul-20	11-Aug-20	9-Jul-20
8 2020 Calendar Month	1-Aug-20	31-Aug-20	31-Aug-20	26-Aug-20	25-Aug-20	9-Sep-20	11-Aug-20
9 2020 Calendar Month	1-Sep-20	30-Sep-20	30-Sep-20	23-Sep-20	22-Sep-20	8-Oct-20	9-Sep-20
10 2020 Calendar Month	1-Oct-20	31-Oct-20	30-Oct-20	21-Oct-20	20-Oct-20	10-Nov-20	8-Oct-20
11 2020 Calendar Month	1-Nov-20	30-Nov-20	30-Nov-20	25-Nov-20	24-Nov-20	9-Dec-20	10-Nov-20
12 2020 Calendar Month	1-Dec-20	31-Dec-20	31-Dec-20	28-Dec-20	24-Dec-20	7-Jan-21	9-Dec-20

There are two timecard approval deadlines for managers to follow. See below:

- Timecards **with supplementary pay** (e.g. Overtime / Camp Differential), follow the 1st column.
- Timecards **with no supplementary pay**, follow the 2nd column.

**** See Commuication regarding Fiscal Year End Timecard Requirements**