

Bi-weekly Employees – 2020 Schedule of Pay Periods and Processing Cycles

Period		Pay Run ID ¹	Pay Period Dates	Holidays	Personnel Cut-Off for all NOAs including Appointments, Transfers, Separations and SF 1150's ² 1st Monday	Payroll Cut-off for Taxes, Direct Deposits, Allotments, etc. 2nd Wednesday	Payroll Cut-off for Entry of LWOP and WAE Hours into RDE 2nd Thursday	Pay Date
Leave	Pay							
25	26	B19Z	Dec 9-22		12/09/19	12/17/19*	12/18/19*	12/27/19
26	1	B120A	Dec 23-Jan 5	Dec 25-Christmas Day Jan 1-New Year's Day	12/23/19	12/31/19*	01/02/20	01/10/20
1	2	B20B	Jan 6-19		01/06/20	01/14/20*	01/15/20*	01/24/20
2	3	B20C	Jan 20-Feb 2	Jan 20 - Martin Luther King Jr. Birthday	01/17/20*	01/29/20	01/30/20	02/07/20
3	4	B20D	Feb 3-16		02/03/20	02/11/20*	02/12/20*	02/21/20
4	5	B20E	Feb 17-Mar 1	Feb 17-George Washington's Birthday	02/14/20*	02/26/20	02/27/20	03/06/20
5	6	B20F	Mar 2-15		03/02/20	03/11/20	03/12/20	03/20/20
6	7	B20G	Mar 16-29		03/16/20	03/25/20	03/26/20	04/03/20
7	8	B20H	Mar 30-Apr 12		03/30/20	04/08/20	04/09/20	04/17/20
8	9	B20I	Apr 13-26		04/13/20	04/22/20	04/23/20	05/01/20
9	10	B20J	Apr 27-May 10		04/27/20	05/06/20	05/07/20	05/15/20
10	11	B20K	May 11-24		05/11/20	05/19/20*	05/20/20*	05/29/20

* Early Personnel and Payroll Cut-off date ¹ The PayRun ID identifies the correct pay period in HRMIS for printing earnings statements.

² **Note:** All personnel actions must be submitted by the specified cut-off date as well as being signed and dated by the approving officer on or before their effective date. Personnel actions are not considered on-time if they are incomplete, incorrect, or missing required paperwork.

Leave periods are determined by the first full pay period in the new calendar year, while pay periods are determined by the first pay date in the new calendar year.

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11	12	B20L	May 25-Jun 7	May 25-Memorial Day	05/22/20*	06/03/20	06/04/20	06/12/20
12	13	B20M	Jun 8-21		06/08/20	06/17/20	06/18/20	06/26/20
13	14	B20N	Jun 22-Jul 5	Jul 4-Independence Day	06/22/20	06/30/20*	07/01/20*	07/10/20
14	15	B20O	Jul 6-19		07/06/20	07/15/20	07/16/20	07/24/20
15	16	B20P	Jul 20-Aug 2		07/20/20	07/29/20	07/30/20	08/07/20
16	17	B20Q	Aug 3-16		08/03/20	08/12/20	08/13/20	08/21/20
17	18	B20R	Aug 17 -30		08/17/20	08/26/20	08/27/20	09/04/20
18	19	B20S	Aug 31-Sep13	Sep 7-Labor Day	08/31/20	09/09/20	09/10/20	09/18/20
19	20	B20T	Sep 14-27		09/14/20	09/23/20	09/24/20	10/02/20
20	21	B20U	Sep 28-Oct 11		09/28/20	10/06/20*	10/07/20*	10/16/20
21	22	B20V	Oct 12-25	Oct 12-Columbus Day	10/09/20*	10/21/20	10/22/20	10/30/20
22	23	B20W	Oct 26-Nov 8		10/26/20	11/04/20	11/05/20	11/13/20
23	24	B20X	Nov 9-22	Nov 11-Veteran's Day	11/9/20	11/18/20	11/19/20	11/27/20

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Leave	Pay							
24	25	B20Y	Nov 23-Dec 6	Nov 26-Thanksgiving Day	11/23/20	12/02/20	12/03/20	12/11/20
25	26	B20Z	Dec 7-20		12/07/20	12/15/20*	12/16/20*	12/24/20
26	01	B21A	Dec 21-Jan 3	Dec 25-Christmas Day Jan 1 – New Year's Day	12/21/20	12/29/20*	12/30/20*	01/08/21
01	02	B21B	Jan 4– 17		01/04/21	01/12/21*	01/13/21*	01/22/21

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