

Pitzer College  
Biweekly Payroll Schedule  
2020

Payroll Work Week: Saturday - Friday				Deadline for Timesheets Submission (Students and Staff)	Supervisor Approvals Due by:	Data Entry (New hires, changes, etc.) close by:
Payroll #	Begin:	End:	Pay Date:	5:00 PM	10AM	Noon
HA0	12/21/19	01/03/20	01/10/20	01/03/20	01/06/20	01/03/20
HB0	01/04/20	01/17/20	01/24/20*	01/17/20	01/17/20	01/16/20
HC0	01/18/20	01/31/20	02/07/20	01/31/20	02/03/20	01/31/20
HD0	02/01/20	02/14/20	02/21/20	02/14/20	02/17/20	02/14/20
HE0	02/15/20	02/28/20	03/06/20	02/28/20	03/02/20	02/28/20
HF0	02/29/20	03/13/20	03/20/20	03/13/20	03/16/20	03/13/20
HG0	03/14/20	03/27/20	04/03/20*	03/26/20	03/30/20	03/27/20
HH0	03/28/20	04/10/20	04/17/20	04/10/20	04/13/20	04/10/20
HI0	04/11/20	04/24/20	05/01/20	04/24/20	04/27/20	04/24/20
HJ0	04/25/20	05/08/20	05/15/20	05/08/20	05/11/20	05/08/20
HK0	05/09/20	05/22/20	05/29/20*	05/22/20	05/22/20	05/21/20
HL0	05/23/20	06/05/20	06/12/20	06/05/20	06/08/20	06/05/20
HM0	06/06/20	06/19/20	06/26/20	06/19/20	06/22/20	06/19/20
HN0	06/20/20	07/03/20	07/10/20*	07/02/20	07/02/20	07/02/20
HO0	07/04/20	07/17/20	07/24/20	07/17/20	07/20/20	07/17/20
HP0	07/18/20	07/31/20	08/07/20	07/31/20	08/03/20	07/31/20
HQ0	08/01/20	08/14/20	08/21/20	08/14/20	08/17/20	08/14/20
HR0	08/15/20	08/28/20	09/04/20	08/28/20	08/31/20	08/28/20
HS0	08/29/20	09/11/20	09/18/20	09/11/20	09/14/20	09/11/20
HT0	09/12/20	09/25/20	10/02/20	09/25/20	09/28/20	09/25/20
HU0	09/26/20	10/09/20	10/16/20	10/09/20	10/12/20	10/09/20
HV0	10/10/20	10/23/20	10/30/20	10/23/20	10/26/20	10/23/20
HW0	10/24/20	11/06/20	11/13/20	11/06/20	11/09/20	11/06/20
HX0	11/07/20	11/20/20	11/25/20*	11/19/20	11/20/20	11/20/20
HY0	11/21/20	12/04/20	12/11/20	12/04/20	12/07/20	12/04/20
HZ0	12/05/20	12/18/20	12/22/20*	12/16/20	12/16/20	12/15/20
HA1	12/19/20	01/01/21	01/08/21	01/01/21	01/04/21	01/01/21

EE Timecard due by noon--Timecard approval due by EOB

EE Timecard due by noon, 3/26--Timecard approval due by EOB

EE Timecard due by noon--Timecard approval due by EOB

EE Timecard due by noon, 7/2--Timecard approval due by EOB

EE Timecard due by 10AM, 11/20--Timecard approval due by Noon

EE Timecard due by 10AM--Timecard approval due by Noon

\* Denotes Early Closing

**Pitzer Holidays**

- |   |          |
|---|----------|
| 1. New Year's Day                         | 01/01/20 |
| 1. Additional Winter Break                | 01/02/20 |
| 1. Additional Winter Break                | 01/03/20 |
| 2. Martin Luther King, Jr. Day            | 01/20/20 |
| 3. Cesar Chavez Day                       | 03/27/20 |
| 4. Memorial Day                           | 05/25/20 |
| 5. Independence Day Observed              | 07/03/20 |
| 5. College Designated Holiday (2020/2021) | 07/06/20 |
| 6. Labor Day                              | 09/07/20 |
| 7. Thanksgiving Day                       | 11/26/20 |
| 8. Friday following Thanksgiving          | 11/27/20 |
| 9. College Designated Holiday (2020/2021) | 12/23/20 |
| 9. Christmas Eve                          | 12/24/20 |
| 10. Christmas Day                         | 12/25/20 |
| 11. Winter Break                          | 12/28/20 |
| 12. Winter Break                          | 12/29/20 |
| 13. Winter Break                          | 12/30/20 |
| 14. Winter Break                          | 12/31/20 |
| 1. New Year's Day                         | 01/01/21 |

