



Payroll and Timesheet Deadlines

| Award Period | Begin | End |
|-------------------|----------|-----------|
| * Fall and Spring | 5-Aug-19 | 22-May-20 |
| Fall only | 5-Aug-19 | 20-Dec-19 |
| Spring only | 2-Jan-20 | 22-May-20 |

*Students with fall and spring awards are eligible to work during this entire period, including breaks and holidays. There may be Summer 2020 FWS through June 30, 2020 - funding permitted

August 5, 2019 - December 20, 2019

January 2, 2020 - May 22, 2020

FALL SEMESTER

SPRING SEMESTER

| Weeks Ending | Deadline Student Time Entry (end of shift Friday) | Deadline Supervisor Approve (5:00 PM Monday) | Pay Date |
|--------------|---|--|------------|
| 8/9/2019 | | | |
| 8/16/2019 | 8/16/2019 | 8/19/2019 | 8/30/2019 |
| 8/23/2019 | | | |
| 8/30/2019 | 8/30/2019 | 9/3/2019 | 9/13/2019 |
| 9/6/2019 | | | |
| 9/13/2019 | 9/13/2019 | 9/16/2019 | 9/27/2019 |
| 9/20/2019 | | | |
| 9/27/2019 | 9/27/2019 | 10/1/2019 | 10/11/2019 |
| 10/4/2019 | | | |
| 10/11/2019 | 10/11/2019 | 10/14/2019 | 10/25/2019 |
| 10/18/2019 | | | |
| 10/25/2019 | 10/25/2019 | 10/28/2019 | 11/8/2019 |
| 11/1/2019 | | | |
| 11/8/2019 | 11/8/2019 | 11/11/2019 | 11/22/2019 |
| 11/15/2019 | | | |
| 11/22/2019 | 11/22/2019 | 11/25/2019 | 12/6/2019 |
| 11/29/2019 | | | |
| 12/6/2019 | 12/6/2019 | 12/9/2019 | 12/20/2019 |
| 12/13/2019 | | | |
| 12/20/2019 | *12/16/19 | *12/17/2019 | 1/3/2020 |

| Weeks Ending | Deadline Student Time Entry (end of shift Friday) | Deadline Supervisor Approve (5:00 PM Monday) | Pay Date |
|--------------|---|--|-----------|
| 12/27/2019 | | | |
| 1/3/2020 | 1/3/2020 | 1/6/2020 | 1/17/2020 |
| 1/10/2020 | | | |
| 1/17/2020 | 1/17/2020 | *1/17/2020 | 1/31/2020 |
| 1/24/2020 | | | |
| 1/31/2020 | 1/31/2020 | 2/3/2020 | 2/14/2020 |
| 2/7/2020 | | | |
| 2/14/2020 | 2/14/2020 | 2/17/2020 | 2/28/2020 |
| 2/21/2020 | | | |
| 2/28/2020 | 2/28/2020 | 3/2/2020 | 3/13/2020 |
| 3/6/2020 | | | |
| 3/13/2020 | 3/13/2020 | 3/16/2020 | 3/27/2020 |
| 3/20/2020 | | | |
| 3/27/2020 | 3/27/2020 | 3/30/2020 | 4/10/2020 |
| 4/3/2020 | | | |
| 4/10/2020 | 4/10/2020 | 4/13/2020 | 4/24/2020 |
| 4/17/2020 | | | |
| 4/24/2020 | 4/24/2020 | 4/27/2020 | 5/8/2020 |
| 5/1/2020 | | | |
| 5/8/2020 | 5/8/2020 | 5/11/2020 | 5/22/2020 |

**These deadlines are early due to Payroll Processing and are subject to change as the holiday season draws closer. Email notifications will be sent if due dates change.*

CAMPUS CLOSURES

| | |
|--------------------|----------------------------|
| INDEPENDENCE DAY | THURS JULY 4, 2019 |
| LABOR DAY | MONDAY SEPT 2, 2019 |
| THANKSGIVING | NOVEMBER 28-29, 2019 |
| WINTER BREAK | DEC 24, 2019 - JAN 1, 2020 |
| MARTIN LUTHER KING | MONDAY, JAN 20, 2020 |

Time sheets are due by end of shift on the Due Date. Students must submit their time through time.ou.edu
Supervisors must have your submitted time sheet by the following Monday after the pay period by 5:00 PM

Late or Back-Dated Time Sheets: Late time sheets will not be accepted. Students will need to "amend" their time sheet and the hours will be paid out on the next available pay period.