

## LMU Payroll ~Revised 12/03/20~

This schedule is subject to change without notice as deemed necessary by the Payroll Office

**DEC 2019 - JAN 2021**

| Payroll Group        | Pay Period Begins | Pay Period End | Human Resources (HR) Payroll Changes & Pay Request Cutoff Date & Time |            | Timesheet Due Date           | MyTime Cutoff time Supervisor approved <i>before 9:30 am</i> : | Pay Date | Changed Due To:   |
|----------------------|-------------------|----------------|---|------------|------------------------------|--|----------|---|
| BW                   | 11/17/19          | 11/30/19       | Monday, December 2, 2019  | 12:00 noon | Monday, December 2, 2019     |  | 12/6/19  |   |
| SM - Faculty         | 12/1/19           | 12/15/19       | Monday, December 9, 2019  | 12:00 noon | N/A                          | N/A  | 12/13/19 |   |
| BW                   | 12/1/19           | 12/14/19       | Monday, December 16, 2019   | 12:00 noon | Monday, December 16, 2019    |  | 12/20/19 |   |
| SM - Faculty         | 12/16/19          | 12/31/19       | Monday, December 16, 2019   | 12:00 noon | N/A                          | N/A  | 12/20/19 | Christmas/New Year Holidays & Leave days                        |
| BW                   | 12/15/19          | 12/28/19       | Thursday, December 19, 2019   | 12:00 noon | Wednesday, December 18, 2019 | 5 p.m. deadline  | 1/3/20   | Contact your supervisor for questions                           |
| SM - Faculty         | 1/1/20            | 1/15/20        | Thursday, January 9, 2020   | 12:00 noon | N/A                          | N/A  | 1/15/20  |   |
| BW                   | 12/29/19          | 1/11/20        | Monday, January 13, 2020  | 12:00 noon | Monday, January 13, 2020     |  | 1/17/20  |   |
| SM - Faculty         | 1/16/20           | 1/31/20        | Monday, January 27, 2020  | 12:00 noon | N/A                          | N/A  | 1/31/20  |   |
| BW                   | 1/12/20           | 1/25/20        | Monday, January 27, 2020  | 12:00 noon | Monday, January 27, 2020     |  | 1/31/20  | 3rd paydate in the month  |
| SM - Faculty         | 2/1/20            | 2/15/20        | Monday, February 10, 2020   | 12:00 noon | N/A                          | N/A  | 2/14/20  |   |
| BW                   | 1/26/20           | 2/8/20         | Monday, February 10, 2020   | 12:00 noon | Monday, February 10, 2020    |  | 2/14/20  |   |
| SM - Faculty         | 2/16/20           | 2/29/20        | Monday, February 24, 2020   | 12:00 noon | N/A                          | N/A  | 2/28/20  |   |
| BW                   | 2/9/20            | 2/22/20        | Monday, February 24, 2020   | 12:00 noon | Monday, February 24, 2020    |  | 2/28/20  |   |
| BW                   | 2/23/20           | 3/7/20         | Monday, March 9, 2020   | 12:00 noon | Monday, March 9, 2020        |  | 3/13/20  |   |
| SM - Faculty         | 3/1/20            | 3/15/20        | Monday, March 9, 2020   | 12:00 noon | N/A                          | N/A  | 3/13/20  |   |
| BW                   | 3/8/20            | 3/21/20        | Monday, March 23, 2020  | 12:00 noon | Monday, March 23, 2020       |  | 3/27/20  |   |
| SM - Faculty         | 3/16/20           | 3/31/20        | Wednesday, March 25, 2020   | 12:00 noon | N/A                          | N/A  | 3/31/20  |   |
| BW                   | 3/22/20           | 4/4/20         | Thursday, April 2, 2020   | 12:00 noon | Wednesday, April 1, 2020     | 5 p.m. deadline  | 4/8/20   | Cesar Chavez & Good Friday                                      |
| BW                   | 4/5/20            | 4/18/20        | Monday, April 20, 2020  | 12:00 noon | Monday, April 20, 2020       |  | 4/24/20  |   |
| SM - Faculty         | 4/1/20            | 4/15/20        | Tuesday, April 7, 2020  | 12:00 noon | N/A                          | N/A  | 4/15/20  |   |
| BW                   | 4/19/20           | 5/2/20         | Monday, May 4, 2020   | 12:00 noon | Monday, May 4, 2020          |  | 5/8/20   |   |
| SM - Faculty         | 4/16/20           | 4/30/20        | Friday, April 24, 2020  | 12:00 noon | N/A                          | N/A  | 4/30/20  |   |
| BW                   | 5/3/20            | 5/16/20        | Monday, May 18, 2020  | 12:00 noon | Monday, May 18, 2020         |  | 5/22/20  |   |
| SM - Faculty         | 5/1/20            | 5/15/20        | Monday, May 11, 2020  | 12:00 noon | N/A                          | N/A  | 5/15/20  |   |
| BW                   | 5/17/20           | 5/30/20        | Monday, June 1, 2020  | 12:00 noon | Monday, June 1, 2020         |  | 6/5/20   |   |
| SM - Faculty         | 5/16/20           | 5/31/20        | Friday, May 22, 2020  | 12:00 noon | N/A                          | N/A  | 5/29/20  |   |
| BW                   | 5/31/20           | 6/13/20        | Monday, June 15, 2020   | 12:00 noon | Monday, June 15, 2020        |  | 6/19/20  |   |
| SM - Faculty         | 6/1/20            | 6/15/20        | Tuesday, June 9, 2020   | 12:00 noon | N/A                          | N/A  | 6/15/20  |   |
| BW                   | 6/14/20           | 6/27/20        | Friday, June 26, 2020   | 12:00 noon | Thursday, June 25, 2020      | 5 p.m. deadline  | 7/2/20   | Independence Day  |
| SM - Faculty         | 6/16/20           | 6/30/20        | Wednesday, June 24, 2020  | 12:00 noon | N/A                          | N/A  | 6/30/20  |   |
| BW                   | 6/28/20           | 7/11/20        | Monday, July 13, 2020   | 12:00 noon | Monday, July 13, 2020        |  | 7/17/20  |   |
| SM - Faculty         | 7/1/20            | 7/15/20        | Thursday, July 9, 2020  | 12:00 noon | N/A                          | N/A  | 7/15/20  |   |
| BW                   | 7/12/20           | 7/25/20        | Monday, July 27, 2020   | 12:00 noon | Monday, July 27, 2020        |  | 7/31/20  | 3rd paydate in the month  |
| SM - Faculty         | 7/16/20           | 7/31/20        | Monday, July 27, 2020   | 12:00 noon | N/A                          | N/A  | 7/31/20  |   |
| BW                   | 7/26/20           | 8/8/20         | Monday, August 10, 2020   | 12:00 noon | Monday, August 10, 2020      |  | 8/14/20  |   |
| SM - Faculty         | 8/1/20            | 8/15/20        | Monday, August 10, 2020   | 12:00 noon | N/A                          | N/A  | 8/14/20  |   |
| BW                   | 8/9/20            | 8/22/20        | Monday, August 24, 2020   | 12:00 noon | Monday, August 24, 2020      |  | 8/28/20  |   |
| SM - Faculty         | 8/16/20           | 8/31/20        | Tuesday, August 25, 2020  | 12:00 noon | N/A                          | N/A  | 8/31/20  |   |
| BW                   | 8/23/20           | 9/5/20         | Friday, September 4, 2020   | 12:00 noon | Thursday, September 3, 2020  | 5 p.m. deadline  | 9/11/20  | Labor Day 9/7   |
| BW                   | 9/6/20            | 9/19/20        | Monday, September 21, 2020  | 12:00 noon | Monday, September 21, 2020   |  | 9/25/20  |   |
| SM - Faculty         | 9/1/20            | 9/15/20        | Wednesday, September 9, 2020  | 12:00 noon | N/A                          | N/A  | 9/15/20  |   |
| BW                   | 9/20/20           | 10/3/20        | Monday, October 5, 2020   | 12:00 noon | Monday, October 5, 2020      |  | 10/9/20  |   |
| SM - Faculty         | 9/16/20           | 9/30/20        | Thursday, September 24, 2020  | 12:00 noon | N/A                          | N/A  | 9/30/20  |   |
| BW                   | 10/4/20           | 10/17/20       | Monday, October 19, 2020  | 12:00 noon | Monday, October 19, 2020     |  | 10/23/20 |   |
| SM - Faculty         | 10/1/20           | 10/15/20       | Thursday, October 8, 2020   | 12:00 noon | N/A                          | N/A  | 10/15/20 |   |
| BW                   | 10/18/20          | 10/31/20       | Monday, November 2, 2020  | 12:00 noon | Monday, November 2, 2020     |  | 11/6/20  |   |
| SM - Faculty         | 10/16/20          | 10/31/20       | Monday, October 26, 2020  | 12:00 noon | N/A                          | N/A  | 10/30/20 |   |
| BW                   | 11/1/20           | 11/14/20       | Monday, November 16, 2020   | 12:00 noon | Monday, November 16, 2020    |  | 11/20/20 |   |
| SM - Faculty         | 11/1/20           | 11/15/20       | Friday, November 6, 2020  | 12:00 noon | N/A                          | N/A  | 11/13/20 |   |
| BW                   | 11/15/20          | 11/28/20       | Monday, November 30, 2020   | 12:00 noon | Monday, November 30, 2020    |  | 12/4/20  |   |
| SM - Faculty         | 11/16/20          | 11/30/20       | Friday, November 20, 2020   | 12:00 noon | N/A                          | N/A  | 11/30/20 | Thanksgiving Holiday 11/26 & 11/27                              |
| BW                   | 11/29/20          | 12/12/20       | Monday, December 14, 2020   | 12:00 noon | Monday, December 14, 2020    |  | 12/18/20 |   |
| SM - Faculty         | 12/1/20           | 12/15/20       | Wednesday, December 9, 2020   | 12:00 noon | N/A                          | N/A  | 12/15/20 |   |
| REVISED SM - Faculty | 12/16/20          | 12/31/20       | Friday, December 18, 2020   | 12:00 noon | N/A                          | N/A  | 12/28/20 | Christmas / New Year Holidays                                   |
| BW                   | 12/13/20          | 12/26/20       | Friday, December 18, 2020   | 12:00 noon | Thursday, December 17, 2020  | 5 p.m. deadline  | 12/28/20 | Contact your supervisor for questions. 3rd paydate in the month |
| BW                   | 12/27/20          | 1/9/21         | Monday, January 11, 2021  | 12:00 noon | Monday, January 11, 2021     |  | 1/15/21  |   |
| SM - Faculty         | 1/1/21            | 1/15/21        | Monday, January 11, 2021  | 12:00 noon | N/A                          | N/A  | 1/15/21  |   |
| BW                   | 1/10/21           | 1/23/21        | Monday, January 25, 2021  | 12:00 noon | Monday, January 25, 2021     |  | 1/29/21  |   |
| SM - Faculty         | 1/16/21           | 1/31/21        | Monday, January 25, 2021  | 12:00 noon | N/A                          | N/A  | 1/29/21  |   |