

Washburn University Finance Office

Pay Calendars – 2019

The pay calendars below are broken down by type of employee: non-exempt staff, students, and faculty and exempt staff. These calendars apply to both Washburn University and Washburn Tech employees.

Non-Exempt Staff (Paid Bi-weekly) Pay Calendar - 2019

Timesheets for non-exempt staff must be **completed online** (via web time entry or departmental time entry) **by noon** on the stated due date. Online **supervisor approvals must be completed by 10:00 pm** on the stated approval due date. Approved paper timesheets must be received in Payroll by 9:00 am on the day after the stated “Timesheet Due” date.

No Manual checks are processed in between payroll processing dates due to non-submission of time worked including late paper timesheets. If you do not submit time worked (online or paper forms) by 9:00 am on the day after the stated “Timesheet Due” date to the payroll office (with all required signatures) you will not be paid for those hours until the next regular scheduled pay date.

Pay No.	Work Period	Timesheet Due	Approval Due	Pay Date
1	Dec 16 – Dec 29, 2018	Fri, Dec 21 – non essential (not scheduled to work over Holiday) Mon, Dec 31 – essential staff scheduled to work over Holiday	Mon, Dec 31 (or Dec 21 if all your staff have submitted)	Jan 4
2	Dec 30, 2018– Jan 12	Mon, Jan 14	Mon, Jan 14	Jan 18
3	Jan 13 – Jan 26	Mon, Jan 28	Mon, Jan 28	Feb 1
4	Jan 27 – Feb 9	Mon, Feb 11	Mon, Feb 11	Feb 15
5	Feb 10 – Feb 23	Mon, Feb 25	Mon, Feb 25	Mar 1
6	Feb 24 – Mar 9	Mon, Mar 11	Mon, Mar 11	Mar 15
7	Mar 10 – Mar 23	Mon, Mar 25	Mon, Mar 25	Mar 29
8	Mar 24 – Apr 6	Mon, Apr 8	Mon, Apr 8	Apr 12
9	Apr 7 – Apr 20	Mon, Apr 22	Mon, Apr 22	Apr 26
10	Apr 21 – May 4	Mon, May 6	Mon, May 6	May 10
11	May 5 – May 18	Mon, May 20	Mon, May 20	May 24
12	May 19 – Jun 1	Mon, Jun 3	Mon, Jun 3	Jun 7
13	Jun 2 – Jun 15	Mon, Jun 17	Mon, Jun 17	Jun 21
14	Jun 16 – Jun 29	Mon, Jul 1	Mon, Jul 1	Jul 5
15	Jun 30 – Jul 13	Mon, Jul 15	Mon, Jul 15	Jul 19
16	Jul 14 – Jul 27	Mon, Jul 29	Mon, Jul 29	Aug 2
17	Jul 28 – Aug 10	Mon, Aug 12	Mon, Aug 12	Aug 16
18	Aug 11 – Aug 24	Mon, Aug 26	Mon, Aug 26	Aug 30
19	Aug 25 – Sep 7	Mon, Sep 9	Mon, Sep 9	Sep 13
20	Sep 8 – Sep 21	Mon, Sep 23	Mon, Sep 23	Sep 27
21	Sep 22 – Oct 5	Mon, Oct 7	Mon, Oct 7	Oct 11
22	Oct 6 – Oct 19	Mon, Oct 21	Mon, Oct 21	Oct 25
23	Oct 20 – Nov 2	Mon, Nov 4	Mon, Nov 4	Nov 8
24	Nov 3 – Nov 16	Mon, Nov 18	Mon, Nov 18	Nov 22
25	Nov 17 – Nov 30	Mon, Dec 2	Mon, Dec 2	Dec 6
26	Dec 1 – Dec 14	Mon, Dec 16	Mon, Dec 16	Dec 20

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Student Pay Calendar - 2019

Timesheets for students must be completed online by 5:00 pm on the stated date, normally a Monday, unless otherwise noted. **Supervisor online approvals must be completed by 10:00 pm** on the stated date, normally a Tuesday, unless otherwise noted. Those due dates which are not on the normal Monday or time of day are **listed in red** in the table below.

No Manual checks are processed in between payroll processing dates due to non-submission of time worked. If you do not submit time worked (online or paper forms) by 9:00 am on the day after the stated "Timesheet Due" date to the payroll office (with all required signatures) you will not be paid for those hours until the next regular scheduled pay date.

Pay No.	Work Period	Timesheet Due	Approval Due	Pay Date
1	Dec 9 – Dec 22, 2018	Fri, Dec, 21 Noon	Fri, Dec 21 5:00 pm	Jan 4
2	Dec 23, 2018 – Jan 5	Mon, Jan 7	Tue, Jan 8	Jan 18
3	Jan 6 – Jan 19	Tue, Jan 22	Wed, Jan 23	Feb 1
4	Jan 20 – Feb 2	Mon, Feb 4	Tue, Feb 5	Feb 15
5	Feb 3 – Feb 16	Mon, Feb 18	Tue, Feb 19	Mar 1
6	Feb 17 – Mar 2	Mon, Mar 4	Tue, Mar 5	Mar 15
7	Mar 3 – Mar 16	Mon, Mar 18	Tue, Mar 19	Mar 29
8	Mar 17 – Mar 30	Mon, Apr 1	Tue, Apr 2	Apr 12
9	Mar 31 – Apr 13	Mon, Apr 15	Tue, Apr 16	Apr 26
10	Apr 14 – Apr 27	Mon, Apr 29	Tue, Apr 30	May 10
11	Apr 28 – May 11	Mon, May 13	Tue, May 14	May 24
12	May 12 – May 25	Tue, May 28	Wed, May 29	Jun 7
13	May 26 – Jun 8	Mon, Jun 10	Tue, Jun 11	Jun 21
14	Jun 9 – Jun 22	Mon, Jun 24	Tue, Jun 25	Jul 5
15	Jun 23 – Jul 6	Mon, Jul 8	Tue, Jul 9	Jul 19
16	Jul 7 – Jul 20	Mon, Jul 22	Tue, Jul 23	Aug 2
17	Jul 21 – Aug 3	Mon, Aug 5	Tue, Aug 6	Aug 16
18	Aug 4 – Aug 17	Mon, Aug 19	Tue, Aug 20	Aug 30
19	Aug 18 – Aug 31	Tue, Sep 3	Wed, Sep 5	Sep 13
20	Sep 1 – Sep 14	Mon, Sep 16	Tue, Sep 17	Sep 27
21	Sep 15 – Sep 28	Mon, Sep 30	Tue, Oct 1	Oct 11
22	Sep 29 – Oct 12	Mon, Oct 14	Tue, Oct 15	Oct 25
23	Oct 13 – Oct 26	Mon, Oct 28	Tue, Oct 29	Nov 8
24	Oct 27 – Nov 9	Mon, Nov 11	Tue, Nov 12	Nov 22
25	Nov 10 – Nov 23	Mon, Nov 25	Tue, Nov 26	Dec 6
26	Nov 24 – Dec 7	Mon, Dec 9	Tue, Dec 10	Dec 20

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Faculty and Exempt Staff Pay Calendar - 2019

Timesheets for exempt staff (reporting personal and/or sick leave taken) must be completed online (via web time entry or departmental time entry) by 5:00 pm on the stated date, unless otherwise noted. Any leave expected to be taken after the submission deadline (for the current month) should be reported on the timesheet. Any changes you have to leave time reported after payroll is process need sent to Human Resources so they can correct your used leave balances.

Supervisor online approvals must be completed by **10:00 pm** on the stated date, unless otherwise noted.

Note: December deadlines are a bit earlier than the other months, due to the Winter Holiday Closing.

Paper supplemental timesheets must also be received in the payroll office (with all required signatures) by 9:00 am on the day after the stated “Timesheet Due” date. No Manual checks are processed in between payroll processing dates due to non-submission of these additional timesheets. If you miss the deadline for submission you will not be paid for those supplemental wages until the next regular scheduled pay date.

Pay No.	Work Period	Timesheet Due	Approval Due	Pay Date
1	January	Thursday – Jan 24	Friday - Jan 25	Thursday - Jan 31
2	February	Thursday - Feb 21	Friday - Feb 22	Thursday - Feb 28
3	March	Thursday - Mar 21	Friday - Mar 22	Friday - Mar 29
4	April	Tuesday - Apr 23	Wednesday - Apr 24	Tuesday - Apr 30
5	May	Tuesday- May 21	Wednesday - May 22	Friday - May 31
6	June	Friday - June 21	Monday - June 24	Friday - June 28
7	July	Wednesday - July 24	Thursday - July 25	Wednesday - July 31
8	August	Thursday - Aug 22	Friday - Aug 23	Friday - Aug 30
9	September	Monday - Sep 23	Tuesday - Sep 24	Monday - Sep 30
10	October	Thursday - Oct 24	Friday - Oct 25	Thursday - Oct 31
11	November	Thursday - Nov 21	Friday - Nov 22	Friday - Nov 29
12	December	Monday - Dec 16	Tuesday - Dec 17	Tuesday - Dec 24