

MURRAY STATE UNIVERSITY  
 2020 PAYROLL CALENDAR  
 EMPLOYEES PAID MONTHLY  
 PAY SCHEDULE

YEAR	PR ID	PR NO	PAY OF MONTH	PAY PERIOD		PAY CHECK DATE	PA COMPLETED DATE (A)	PAYROLL RUN DATE (B)	PAYROLL RUN TIME (B)
2020	MN	1	1	January 1, 2020	January 31, 2020	January 31, 2020	January 17, 2020	January 22, 2020	9:00 AM
2020	MN	2	1	February 1, 2020	February 29, 2020	February 28, 2020	February 17, 2020	February 19, 2020	9:00 AM
2020	MN	3	1	March 1, 2020	March 31, 2020	March 31, 2020	March 17, 2020	March 16, 2020	9:00 AM
2020	MN	4	1	April 1, 2020	April 30, 2020	April 30, 2020	April 17, 2020	April 21, 2020	9:00 AM
2020	MN	5	1	May 1, 2020	May 31, 2020	May 29, 2020	May 18, 2020	May 20, 2020	9:00 AM
2020	MN	6	1	June 1, 2020	June 30, 2020	June 30, 2020	June 17, 2020	June 19, 2020	9:00 AM
2020	MN	7	1	July 1, 2020	July 31, 2020	July 31, 2020	July 20, 2020	July 22, 2020	9:00 AM
2020	MN	8	1	August 1, 2020	August 31, 2020	August 31, 2020	August 18, 2020	August 20, 2020	9:00 AM
2020	MN	9	1	September 1, 2020	September 30, 2020	September 30, 2020	September 17, 2020	September 21, 2020	9:00 AM
2020	MN	10	1	October 1, 2020	October 31, 2020	October 30, 2020	October 19, 2020	October 21, 2020	9:00 AM
2020	MN	11	1	November 1, 2020	November 30, 2020	November 30, 2020	November 13, 2020	November 17, 2020	9:00 AM
2020	MN	12	1	December 1, 2020	December 31, 2020	December 18, 2020	December 7, 2020	December 8, 2020	9:00 AM

(A) TO BE INCLUDED ON THIS PAYROLL, PA'S MUST BE IN THE PAYROLL OFFICE WITH COMPLETED SIGNATURES.

PA'S NOT RECEIVED BY THIS DATE WILL NOT BE PAID THAT MONTH.

(B) DATE AND TIME FOR PROCESSING PAYROLL.

LEAVE REPORTS

YEAR	PR ID	PR NO	PAY OF MONTH	START DATE	END DATE	LEAVE REPORTS ENTER ON WEB FROM	LEAVE REPORTS ENTER ON WEB TO	TIME DUE	APPROVAL DUE DATE	TIME DUE
2020	MN	1	1	January 1, 2020	January 31, 2020	January 1, 2020	February 5, 2020	3:00 PM	February 7, 2020	3:00 PM
2020	MN	2	1	February 1, 2020	February 28, 2020	February 1, 2020	March 4, 2020	3:00 PM	March 6, 2020	3:00 PM
2020	MN	3	1	March 1, 2020	March 31, 2020	March 1, 2020	April 6, 2020	3:00 PM	April 8, 2020	3:00 PM
2020	MN	4	1	April 1, 2020	April 30, 2020	April 1, 2020	May 6, 2020	3:00 PM	May 8, 2020	3:00 PM
2020	MN	5	1	May 1, 2020	May 31, 2020	May 1, 2020	June 3, 2020	3:00 PM	June 5, 2020	3:00 PM
2020	MN*	6	1	June 1, 2020	June 30, 2020	June 1, 2020	June 24, 2020	3:00 PM	June 26, 2020	3:00 PM
2020	MN	7	1	July 1, 2020	July 31, 2020	July 1, 2020	August 5, 2020	3:00 PM	August 7, 2020	3:00 PM
2020	MN	8	1	August 1, 2020	August 31, 2020	August 1, 2020	September 3, 2020	3:00 PM	September 8, 2020	3:00 PM
2020	MN	9	1	September 1, 2020	September 30, 2020	September 1, 2020	October 5, 2020	3:00 PM	October 7, 2020	3:00 PM
2020	MN	10	1	October 1, 2020	October 31, 2020	October 1, 2020	November 4, 2020	3:00 PM	November 6, 2020	3:00 PM
2020	MN	11	1	November 1, 2020	November 30, 2020	November 1, 2020	December 3, 2020	3:00 PM	December 7, 2020	3:00 PM
2020	MN	12	1	December 1, 2020	December 31, 2020	December 1, 2020	January 5, 2021	3:00 PM	January 7, 2021	3:00 PM

\* - DEADLINE IS EARLY DUE TO YEAR END PROCESSING. TIME WILL NEED TO BE ESTIMATED FOR THE REMAINDER OF THE MONTH.

10/14/2020