

2020 Pay Date and Run Date Schedule

The diocese contracts with an outside payroll processor requiring that payroll be processed 4 business days before the pay date of the payroll, we refer to this as the “Run Date”. The “Run Date” is the date that payroll information is input here at the Diocesan administrative offices and transmitted to our payroll service for processing. By allowing 4 days processing time, this ensures that all direct deposit information is transmitted to each employee account for timely credit on the scheduled pay date. The payroll and run dates are influenced by weekends and holidays and are highlighted in the schedule below. Please note that holiday processing applies in November and December which means that the payroll dates are the 1st and 3rd Friday rather than the 2nd and 4th.

Beginning January 1, 2020, we require that all payroll changes such as new hires, terminations and time sheets for hourly employees be received no later than 4 business days before the pay date which is referred to as the “Run Date” on the schedule that follows. Any payroll changes received after that date will not be processed until the following payroll period.

2020 Pay Dates and Run Dates for Payroll:				
	<u>Pay Date</u>	<u>Run Date</u>	<u>Pay Date</u>	<u>Run Date</u>
January	10 Fri.	6, Mon	24, Fri	17, Fri
February	14, Fri	10, Mon	28, Fri	24, Mon
March	13, Fri	9, Mon	27, Fri	23, Mon
April	10, Fri	6, Mon	24, Fri	20, Mon
May	8, Fri	4, Mon	22, Fri	18, Mon
June	12, Fri	8, Mon	26, Fri	22, Mon
July	10, Fri	6, Mon	24, Fri	20, Mon
August	14, Fri	10, Mon	28, Fri	24, Mon
September	11, Fri	4, Fri	25, Fri	21, Mon
October	9, Fri	5, Mon	23, Fri	19, Mon
November	6, Fri	2, Mon	20, Fri	16, Mon
December	4, Fri	11/29, Mon	18, Fri	14, Mon