

MEMO TO: All Faculty and Staff
 FROM: Dorene Spotts, Fiscal Manager
 SUBJECT: Payroll Schedule for Fiscal Year 2020

The University's planned schedule of paycheck issuance is bi-weekly, with checks issued every other Friday (a holiday falling on a payday advances the paycheck issuance).

DATES TO REMEMBER:

- Faculty members on 9-month contracts who wish to be paid on a 12-month basis should submit a 9- Month Faculty Pay Option Selection form to Payroll Department by July 31, 2019. This form can be found on our website at <http://www.utoledo.edu/offices/controller/payroll/forms.html>.

You may obtain an electronic version of this schedule on the payroll website at <http://www.utoledo.edu/offices/controller/payroll/schedules.html>. If you have any questions, please contact the Payroll Department at 530-8780 or visit the [payroll website](#) for FAQ's.

Paid Holidays

	Academic on Both Campuses	Clinical At HSC
Independence Day	Thursday, July 4, 2019	Same as Academic
Labor Day	Monday, September 2, 2019	Same as Academic
Veteran's Day [Observed]	Monday, November 11, 2019	Same as Academic
Thanksgiving Day	Thursday, November 28, 2019	Same as Academic
President's Day (Flex)	Friday, November 29, 2019	Same as Academic
Columbus Day (Flex)	Tuesday, December 24, 2019	Same as Academic
Christmas Day	Wednesday, December 25, 2019	Same as Academic
New Year's Day	Wednesday, January 1, 2020	Same as Academic
Martin Luther King Day	Monday, January 20, 2020	Same as Academic
Memorial Day	Monday, May 25, 2020	Same as Academic

Who should I contact with questions/problems with API, Online Timesheets, Online Leave Reporting, and Absence Reports? Any questions or problems should be emailed to payroll@utoledo.edu instead of an individual payroll employee so we can serve you as quickly as possible.

What are normal weekly deadlines for Timecards, API, Timesheets, Direct Deposit, and Deduction changes? (Holidays may cause these dates to be moved up).

- Timecards: Due by 5:00 pm on non-payroll Friday.
- API close: 11:00 am on non-payroll Thursday.
- Online Timesheets: Due by 12:00 Midnight Sunday of pay week.
- Online Timesheet Approval: Due 12:00 pm Tuesday of pay week.
- Changes to Federal and State tax withholding: Must be updated in MyUT by non-payroll Thursday.
- Changes to Direct Deposit: Must be updated in MyUT by Monday of pay week.

Holidays that cause a change to the normal schedule deadlines are noted below.

Pay No.	Pay Day	Main Campus Timecards Due	API Close	Online Time Sheet Submission	Online Supervisor Approval	Special Notes
14	7/5/2019	6/28/2019	6/27/2019	06/30/2019	7/2/2019	
15	7/19/2019	7/12/2019	7/11/2019	7/14/2019	7/16/2019	
16	8/2/2019	7/26/2019	7/25/2019	7/28/2019	7/30/2019	
17	8/16/2019	8/9/2019	8/8/2019	8/11/2019	8/13/2019	
18	8/30/2019	8/23/2019	8/22/2019	8/25/2019	8/27/2019	
19	9/13/2019	9/6/2019	9/5/2019	9/7/2019	9/9/2019	
20	9/27/2019	9/20/2019	9/19/2019	9/22/2019	9/24/2019	
21	10/11/2019	10/4/2019	10/3/2019	10/6/2019	10/8/2019	
22	10/25/2019	10/18/2019	10/17/2019	10/20/2019	10/22/2019	
23	11/8/2019	11/1/2019	10/31/2019	11/3/2019	11/5/2019	
24	11/22/2019	11/15/2019	11/14/2019	11/17/2019	11/19/2019	
25	12/6/2019	11/27/2019	11/26/2019	12/1/2019	12/3/2019	Holiday Change
26	12/20/2019	12/13/2019	12/12/2019	12/15/2019	12/17/2019	
1	1/3/2020	12/27/2019	12/26/2019	12/29/2019	12/31/2019	
2	1/17/2020	1/10/2020	1/9/2020	1/12/2020	1/14/2020	
3	1/31/2020	1/24/2020	1/23/2020	1/26/2020	1/28/2020	
4	2/14/2020	2/7/2020	2/6/2020	2/9/2020	2/11/2020	
5	2/28/2020	2/21/2020	2/20/2020	2/23/2020	2/25/2020	
6	3/13/2020	3/6/2020	3/5/2020	3/8/2020	3/10/2020	
7	3/27/2020	3/20/2020	3/19/2020	3/22/2020	3/24/2020	
8	4/10/2020	4/3/2020	4/2/2020	4/5/2020	4/7/2020	
9	4/24/2020	4/17/2020	4/16/2020	4/19/2020	4/21/2020	
10	5/8/2020	5/1/2020	4/30/2020	5/3/2020	5/5/2020	
11	5/22/2020	5/15/2020	5/14/2020	5/17/2020	5/19/2020	
12	6/5/2020	5/29/2020	5/28/2020	5/31/2020	6/2/2020	
13	6/19/2020	6/12/2020	6/11/2020	6/14/2020	6/16/2020	