



# UNDERSTANDING THE PAYROLL CALENDARS

## Calendar Overview

**Beginning August 5, 2019**, CTU members will be paid on the 5th and 20th of each month, however, Non-CTU salaried, hourly, and daily employees will continue to be paid every other Friday (*see pages 4, 9, and 10 of the Employee Pay Cycle Change Transition Guide for details*). **This change will require all timekeepers and managers to perform timekeeping validation/approval activities on a weekly basis.**

As a result, beginning 6/29/19, the deadline dates for the timekeeping activities below will differ for CTU and non-CTU employees (non-CTU salary, hourly, and daily employees). See the payroll calendars for the details.

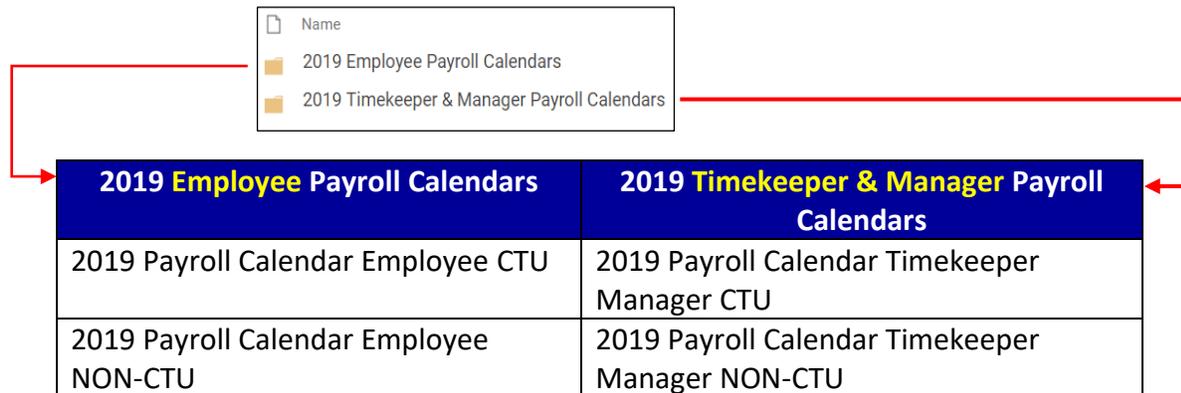
- **Employee submission date**
- **Timekeeper entry completion date**
- **Manager approval completion date**
- **Time entry lockout date**

## Accessing the Payroll Calendars

For 2019, separate calendars have been created to clarify requirements for employees and timekeepers and managers. To access the calendars, log into Workday and click the Payroll Calendars 2019 link in Workday Announcements to access the payroll calendar folders.



The link will take you to the INSITE location where the payroll calendars are stored (see below).



## Calendar Features

All employees should review the Employee Calendar to reference deadline dates for entering their own time.

- **Employee Calendar Features:**
  - Pay period start date
  - Pay period end date
  - Employee submission date
  - Pay date
  
  - **Additional features on the employee calendar for CTU:**
    - Biweekly pay dates
    - Transitional biweekly pay dates
    - Semimonthly pay dates

In addition to the features on the Employee Calendar, the calendars for Timekeepers and Managers also includes the time entry process dates shown below:

- **Timekeeper & Manager Calendar Features:**
  - Timekeeper entry completion date
  - Manager approval completion date
  - Time entry lockout date

## Number of Days in a Pay Period

The number of days in each pay period will vary between CTU and non-CTU employees. *(See pages 3-4 of the Employee Pay Cycle Change Transition Guide):*

- **# of days in a pay period for CTU members**
  - Paid on the 5th and 20 of each month
  - # of days in each pay period will vary *(See CTU payroll calendars for pay period dates.)*
  
- **# of days in a pay period for all other non-CTU employees (non-CTU salary/hourly/daily)**
  - Paid biweekly or every other Friday
  - Always 10 days (80 standard hours) in each pay period *(See non-CTU payroll calendars for pay period details.)*



Be sure to review the payroll calendars for all timekeeping dates.