

Note: HR lockout dates are tentative; please do not begin working until you receive the confirmation email from the VSU payroll office.

February 2020 Payroll Processing

Mon	Tue	Wed	Thu	Fri
3	4	5 Feb 1 st BW suppl pay forms & HR EE changes due 5:30pm	6 **BW APPROVAL DEADLINE** Feb 1 st Biweekly/Student time & absence approvals due 5:30pm	7 Feb 1 st BW HR Benefit spreadsheet due 8am
10 HR LOCKOUT – BIWEEKLY 02B1AC 10am/VPO 11am/TL 1pm	11 HR LOCKOUT – BIWEEKLY 02B1 Confirm	12	13 GA Changes due to HR 9am CA: 02B1 MM, GL & ENC REL Jrnl	14 Feb 1 st Biweekly & Student Payday – 02B1
17 Feb MO suppl pay forms & HR changes due 9am	18 MO HR Benefit spreadsheet due 8am	19 HR LOCKOUT – MONTHLY Feb 2 nd BW suppl pay forms & HR EE changes due 5:30pm **MO APPROVAL DEADLINE** Monthly/Faculty/GA Absence & ACA Approvals due 9am 02M1 PG 9am	20 HR LOCKOUT – MONTHLY **BW APPROVAL DEADLINE** Feb 2 nd Biweekly/Student time & absence approvals due 5:30pm 02M1AC 9am/VPO 9am/TL 11am	21 HR LOCKOUT – MONTHLY Feb 2 nd BW HR Benefit spreadsheet due 8am 02M1 Confirm
24 HR LOCKOUT – BIWEEKLY 02B2AC 10am/VPO 11am/TL 1pm	25 HR LOCKOUT – BIWEEKLY CA: 02M1 MM, GL & ENC REL Jrnl 02B2 Confirm	26	27 CA: 02B2 MM, GL & ENC REL Jrnl	28 Monthly, Faculty & GA Payday – 02M1 Feb 2 nd Biweekly & Student Payday – 02B2 CA TENTATIVE: Enc changes only scheduled for 3/2/20

Biweekly Pay groups: C, H, J, T, W Monthly Pay Groups: A, F, G, L, P, X, Y

Biweekly Pay Periods: Jan 1st BW 01B1: 12/15/19 – 12/28/19, Pay 1/3/20 Jan 2nd BW 01B2: 12/29/19 – 1/11/20, Pay 1/17/20 Jan 3rd BW 01B3: 1/12/20 – 1/25/20, Pay 1/31/20
Feb 1st BW 02B1: 1/26/20 – 2/8/20, Pay 2/14/20 Feb 2nd BW 02B2: 2/9/20 – 2/22/20, Pay 2/28/20 Mar 1st BW 03B1: 2/23/20 – 3/7/20, Pay 3/13/20