

2019 - 2020 Marymount

Workday Pay Schedule

| Payroll Number | Pay of Month | Start Date | End Date | FY19 | Pay Date | Workday Timecard Approved by 5pm | Absence/Leave Approvals by 5pm | Pay Changes/Enters /Direct Deposit & Tax Changes by 5pm |
|----------------|--------------|------------|------------|------|------------|----------------------------------|--------------------------------|---|
| 2019 | | | | | | | | |
| 22 | 2 | 9/29/2019 | 10/12/2019 | * | 10/25/2019 | 10/11/2019 | 10/11/2019 | 10/14/2019 |
| 23 | 1 | 10/13/2019 | 10/26/2019 | | 11/8/2019 | 10/29/2019 | 10/29/2019 | 10/30/2019 |
| 24 | 2 | 10/27/2019 | 11/9/2019 | | 11/22/2019 | 11/12/2019 | 11/12/2019 | 11/13/2019 |
| 25 | 1 | 11/10/2019 | 11/23/2019 | * | 12/6/2019 | 11/19/2019 | 11/19/2019 | 11/20/2019 |
| 26 | 2 | 11/24/2019 | 12/7/2019 | | 12/20/2019 | 12/10/2019 | 12/10/2019 | 12/11/2019 |
| 2020 | | | | | | | | |
| 1 | 1 | 12/08/19 | 12/21/19 | * | 1/3/20 | 12/16/19 | 12/16/19 | 12/16/19 |
| 2 | 2 | 12/22/19 | 01/04/20 | | 1/17/20 | 1/7/20 | 1/7/20 | 1/8/2020 |
| 3 | 3 | 01/05/20 | 01/18/20 | | 1/31/20 | 1/21/20 | 1/21/20 | 01/22/20 |
| 4 | 1 | 01/19/20 | 02/01/20 | | 2/14/20 | 2/4/20 | 2/4/20 | 02/05/20 |
| 5 | 2 | 02/02/20 | 02/15/20 | | 2/28/20 | 2/18/20 | 2/18/20 | 02/19/20 |
| 6 | 1 | 02/16/20 | 02/29/20 | | 3/13/20 | 3/3/20 | 3/3/20 | 03/04/20 |
| 7 | 2 | 03/01/20 | 03/14/20 | | 3/27/20 | 3/17/20 | 3/17/20 | 03/18/20 |
| 8 | 1 | 03/15/20 | 03/28/20 | * | 4/9/20 | 3/31/20 | 3/31/20 | 04/01/20 |
| 9 | 2 | 03/29/20 | 04/11/20 | | 4/24/20 | 4/14/20 | 4/14/20 | 04/14/20 |
| 10 | 1 | 04/12/20 | 04/25/20 | | 5/8/20 | 4/28/20 | 4/28/20 | 04/29/20 |
| 11 | 2 | 04/26/20 | 05/09/20 | | 5/22/20 | 5/12/20 | 5/12/20 | 05/12/20 |
| 12 | 1 | 05/10/20 | 05/23/20 | | 6/5/20 | 5/26/20 | 5/26/20 | 05/27/20 |
| 13 | 2 | 05/24/20 | 06/06/20 | | 6/19/20 | 6/9/20 | 6/9/20 | 06/10/20 |
| 14 | 1 | 06/07/20 | 06/20/20 | | 7/2/20 | 6/23/20 | 6/23/20 | 06/24/20 |
| 15 | 2 | 06/21/20 | 07/04/20 | FY20 | 7/17/20 | 7/7/20 | 7/7/20 | 07/08/20 |
| 16 | 3 | 07/05/20 | 07/18/20 | | 7/31/20 | 7/21/20 | 7/21/20 | 07/22/20 |
| 17 | 1 | 07/19/20 | 08/01/20 | | 8/14/20 | 8/4/20 | 8/4/20 | 08/05/20 |
| 18 | 2 | 08/02/20 | 08/15/20 | | 8/28/20 | 8/18/20 | 8/18/20 | 08/19/20 |
| 19 | 1 | 08/16/20 | 08/29/20 | | 9/11/20 | 9/1/20 | 9/1/20 | 09/02/20 |
| 20 | 2 | 08/30/20 | 09/12/20 | | 9/25/20 | 9/15/20 | 9/15/20 | 09/16/20 |
| 21 | 1 | 09/13/20 | 09/26/20 | | 10/9/20 | 9/29/20 | 9/29/20 | 09/30/20 |
| 22 | 2 | 09/27/20 | 10/10/20 | | 10/23/20 | 10/13/20 | 10/13/20 | 10/14/20 |
| 23 | 1 | 10/11/20 | 10/24/20 | | 11/6/20 | 10/27/20 | 10/27/20 | 10/28/20 |
| 24 | 2 | 10/25/20 | 11/07/20 | | 11/20/20 | 11/10/20 | 11/10/20 | 11/11/20 |
| 25 | 1 | 11/08/20 | 11/21/20 | * | 12/4/20 | 11/17/20 | 11/17/20 | 11/18/20 |
| 26 | 2 | 11/22/20 | 12/05/20 | | 12/18/20 | 12/8/20 | 12/8/20 | 12/09/20 |

* Early Payroll Closing

Non-exempt employees will need to complete their timecards prior to 5pm on the due dates listed above.
 Approvers will need to ensure all timecards/absence/leaves are approved by 5pm on the due dates listed above.
 All one-time payment/additional payments/pay changed/direct deposit and Tax changes are due by 5pm on the due dates listed above.