

MIDDLEBURY INSTITUTE OF INTERNATIONAL STUDIES AT MONTEREY

2020 Payroll Calendar for 12 Month Faculty/Staff/Student Employees

Pay Period	Period Covered/Pay Period	Paperwork Due to HR by Wed. 10:00 am	Employee Timesheets Due by 3 pm* Supervisor approvals by 5 pm	PAYDAY
1	DEC 23, 2019 – JAN 5, 2020	DEC 11, 2019	JANUARY 3, 2020	JANUARY 10, 2020
2	JANUARY 6– JANUARY 19	JANUARY 2	JANUARY 16*MLK Jr	JANUARY 24
3	JANUARY 20 – FEBRUARY 2	JANUARY 15	JANUARY 31	FEBRUARY 7
4	FEBRUARY 3 – FEBRUARY 16	JANUARY 29	FEBRUARY 14	FEBRUARY 21
5	FEBRUARY 17 – MARCH 1	FEBRUARY 12	FEBRUARY 28	MARCH 6
6	MARCH 2 – MARCH 15	FEBRUARY 26	MARCH 13	MARCH 20
7	MARCH 16 – MARCH 29	MARCH 11	MARCH 27	APRIL 3
8	MARCH 30 – APRIL 12	MARCH 25	APRIL 10	APRIL 17
9	APRIL 13 – APRIL 26	APRIL 8	APRIL 24	MAY 1
10	APRIL 27- MAY 10	APRIL 22	MAY 8	MAY 15
11	MAY 11- MAY 24	MAY 6	MAY 21*Memorial Day	MAY 29
12	MAY 25 - JUNE 7	MAY 20	JUNE 5	JUNE 12
13	JUNE 8- JUNE 21	JUNE 3	JUNE 19	JUNE 26
14	JUNE 22- JULY 5	JUNE 17	JULY 3	JULY 10
15	JULY 6- JULY 19	JULY 1	JULY 17	JULY 24
16	JULY 20- AUGUST 2	JULY 15	JULY 31	AUGUST 7
17	AUGUST 3- AUGUST 16	JULY 29	AUGUST 14	AUGUST 21
18	AUGUST 17- AUGUST 30	AUGUST 12	AUGUST 28	SEPTEMBER 4
19	AUGUST 31- SEPTEMBER 13	AUGUST 26	SEPTEMBER 11	SEPTEMBER 18
20	SEPTEMBER 14- SEPTEMBER 27	SEPTEMBER 9	SEPTEMBER 25	OCTOBER 2
21	SEPTEMBER 28- OCTOBER 11	SEPTEMBER 23	OCTOBER 9	OCTOBER 16
22	OCTOBER 12- OCTOBER 25	OCTOBER 7	OCTOBER 23	OCTOBER 30
23	OCTOBER 26- NOVEMBER 8	OCTOBER 21	NOVEMBER 6	NOVEMBER 13
24	NOVEMBER 9- NOVEMBER 22	NOVEMBER 4	NOVEMBER 20	NOVEMBER 27
25	NOVEMBER 23- DECEMBER 6	NOVEMBER 18	DECEMBER 4	DECEMBER 11
26	DECEMBER 7- DECEMBER 20	DECEMBER 9	DECEMBER 11*	DECEMBER 25

*Timesheets due date changed because of holiday observance.