

## 2020 Workday Payroll Calendar

### Semi-Monthly - Salary

| Period Number | Period Start Date | Period End Date | Payroll Payment Date |
|---------------|-------------------|-----------------|----------------------|
| 21            | 1-Nov-2020        | 15-Nov-2020     | 13-Nov-2020          |
| 22            | 16-Nov-2020       | 30-Nov-2020     | 30-Nov-2020          |
| 23            | 1-Dec-2020        | 15-Dec-2020     | 15-Dec-2020          |
| 24            | 16-Dec-2020       | 31-Dec-2020     | 31-Dec-2020          |

#### Employees & Timekeepers

#### Managers & Leaders

#### Payroll Administrators

| Time Entry/Submit Deadline @ 11:59pm | Time Approval Deadline @ 11:59pm |
|--------------------------------------|----------------------------------|
| 8-Nov-2020                           | 9-Nov-2020                       |
| 23-Nov-2020                          | 24-Nov-2020                      |
| 8-Dec-2020                           | 9-Dec-2020                       |
| 22-Dec-2020                          | 23-Dec-2020                      |

| Deadline to enter data in Workday |
|-----------------------------------|
| 9-Nov-2020                        |
| 24-Nov-2020                       |
| 9-Dec-2020                        |
| 23-Dec-2020                       |

### Semi-Monthly - Hourly

| Period Number | Period Start Date | Period End Date | Payroll Payment Date |
|---------------|-------------------|-----------------|----------------------|
| 21            | 1-Nov-2020        | 8-Nov-2020      | 13-Nov-2020          |
| 22            | 9-Nov-2020        | 23-Nov-2020     | 30-Nov-2020          |
| 23            | 24-Nov-2020       | 8-Dec-2020      | 15-Dec-2020          |
| 24            | 9-Dec-2020        | 23-Dec-2020     | 31-Dec-2020          |

#### Employees & Timekeepers

#### Managers/Leaders

#### Payroll Administrators

| Time Entry/Submit Deadline @ 11:59pm | Time Approval Deadline @ 11:59pm |
|--------------------------------------|----------------------------------|
| 8-Nov-2020                           | 9-Nov-2020                       |
| 23-Nov-2020                          | 24-Nov-2020                      |
| 8-Dec-2020                           | 9-Dec-2020                       |
| 22-Dec-2020                          | 23-Dec-2020                      |

| Deadline to enter data in Workday |
|-----------------------------------|
| 9-Nov-2020                        |
| 24-Nov-2020                       |
| 9-Dec-2020                        |
| 23-Dec-2020                       |