

2019 -20 Payroll Deadline Changes

Throughout the academic year there are changes to the regular payroll deadline due to holidays that fall on pay days. The time sheet approval deadline changes are noted below for your advanced preparation. Any time sheets approved after the deadline are subject to late processing of payments.

Massachusetts Employment Law requires all payments to be processed within six days of the end of the pay period. Our pay periods are from Sunday to Saturday of each week. To maintain compliance, we need supervisors to have time sheets approved by Tuesday in order to make payments available by Friday.

STANDARD PAYROLL DEADLINE	
STUDENTS	SUPERVISORS
Monday by Noon	Tuesday by Noon
<i>We recommend setting a reminder in Outlook to stay on top of the weekly deadline!</i>	

Deadline Changes

	Holiday	Student	Supervisor	Pay Day
2019-20	Thanksgiving Break, November 28 - 29	Sunday, November 24 by Noon	Monday, November 25 by 9 AM	Friday, November 29
	Christmas, December 25	Sunday, December 22 by Noon	Monday, December 23 by 9 AM	Friday, December 27
	New Year's Day, January 1	Sunday, December 29 by Noon	Monday, December 30 by 9 AM	Friday, January 3

Below, please see the holidays that will not change our payroll deadlines for the 2019-20 year.

Holidays without Deadline Changes

	Holiday	Student	Supervisor	Pay Day
2019	Labor Day, September 2	Monday, September 2 by Noon	Tuesday, September 3 by Noon	Friday, September 6
	Columbus Day, October 14	Monday, October 14 by Noon	Tuesday, October 15 by Noon	Friday, October 18
	Veteran's Day, November 11	Monday, November 11 by Noon	Tuesday, November 12 by Noon	Friday, November 15
2020	Martin Luther King Jr Day, January 20	Monday, January 20 by Noon	Tuesday, January 21 by Noon	Friday, January 24
	Presidents Day, February 17	Monday, February 17 by Noon	Tuesday, February 18 by Noon	Friday, February 21
	Patriots Day, April 20	Monday, April 20 by Noon	Tuesday, April 21 by Noon	Friday, April 24
	Memorial Day, May 25	Monday, May 25 by Noon	Tuesday, May 26 by Noon	Friday, May 29
	Independence Day, July 3 (observed)	Monday, June 29 by Noon	Tuesday, June 30 by Noon	Friday, July 3