

February 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Non-Exempt Pay Period Begins (February 1 st -15 th Regular Hours = 80 Hours)
2	3 Exempt Pay Day (January 1 st -31 st)	4 Non-Exempt Time Sheets Due to Payroll (January 16 th -31 st Regular Hours = 96 Hours) TimeClock Plus Hours Due by 1pm Central Time	5	6	7	8
9	10 Non-Exempt Pay Day (January 16 th -31 st)	11	12 Non-Exempt ePAFs Due to HR Pay Period (February 1 st -15 th)	13	14	15 Exempt Leave Reports Due (January 1 st -31 st) Non-Exempt Pay Period Ends (February 1 st -15 th Regular Hours = 80 Hours)
16 Non-Exempt Pay Period Begins (February 16 th -29 th Regular Hours = 80 Hours)	17	18 Exempt ePAFs Due to HR Non-Exempt Time Sheets Due to Payroll (February 1 st -15 th Regular Hours = 80 Hours) TimeClock Plus Hours Due by 1pm Central Time	19	20	21	22
23	24	25 Non-Exempt Pay Day (February 1 st -15 th)	26 Non-Exempt ePAFs Due to HR (February 16 th -29 th)	27	28	29 Non-Exempt Pay Period Ends (February 16 th -29 th Regular Hours = 80 Hours)