

2020 MONTHLY PAYROLL CALENDAR

* Deviates from the normal deadline

** MO = USA

MH = USA HealthCare Management LLC

MI = University of South Alabama Health Authority

Payroll ID** and Number	Period Covered	PA/Paperwork Due in HR or Payroll As Appropriate Before 4:00 PM	Employee Leave Report Payroll Before 5:00 PM (a)	Approvers Leave Report Payroll Before 5:00 PM	Check Date
MO/MH/MI 01	12/01/2019 - 12/31/2019	12/10/2019*	01/15/2020	01/20/2020	01/02/2020
MO/MH/MI 02	01/01/2020 - 01/31/2020	01/22/2020	02/15/2020	02/20/2020	02/03/2020
MO/MH/MI 03	02/01/2020 - 02/28/2020	02/18/2020	03/15/2020	03/20/2020	03/02/2020
MO/MH/MI 04	03/01/2020 - 03/31/2020	03/20/2020	04/15/2020	04/20/2020	04/01/2020
MO/MH/MI 05	04/01/2020 - 04/30/2020	04/21/2020	05/15/2020	05/20/2020	05/01/2020
MO/MH/MI 06	05/01/2020 - 05/31/2020	05/19/2020	06/15/2020	06/20/2020	06/01/2020
MO/MH/MI 07	06/01/2020 - 06/30/2020	06/19/2020	07/15/2020	07/20/2020	07/01/2020
MO/MH/MI 08	07/01/2020 - 07/31/2020	07/22/2020	08/15/2020	08/20/2020	08/03/2020
MO/MH/MI 09	08/01/2020 - 08/31/2020	08/20/2020	09/15/2020	09/20/2020	09/01/2020
MO/MH/MI 10	09/01/2020 - 09/30/2020	09/21/2020	10/15/2020	10/20/2020	10/01/2020
MO/MH/MI 11	10/01/2020 - 10/31/2020	10/21/2020	11/15/2020	11/20/2020	11/02/2020
MO/MH/MI 12	11/01/2020 - 11/30/2020	11/16/2020*	12/15/2020	12/20/2020	12/01/2020

Dates may be subject to change due to unforeseen circumstances

Revised 07/08/2019