

To: Episcopal Employers on DioCal payroll service  
 From: Sarah Crawford, Payroll & Benefits Coordinator  
 RE: 2020 Payroll Schedule & Dates of Paid Holidays

**2020 Payroll Calendar**

- Pay dates are the 15<sup>th</sup> and last day of the month. If pay date falls on the weekend or a holiday the paycheck date is the Friday before.
- Timesheets are due to Diocesan Payroll Service before 12Noon two business days before check dates.
- New hire paperwork should be completed within three days of hire date and filed with the payroll office no later than dates posted below for checks to be issued on noted pay date.
- Change forms are due before 3pm the day before timesheet deadlines (except for first payroll cycle of year).

<b><u>Pay Day / Check Date</u></b>	<b><u>Timesheet Deadline</u></b> Due before 12Noon	<b><u>Change &amp; Hire Forms</u></b> <b><u>Deadline</u></b> Due before 3pm
1/15	1/13	1/8
1/31	1/29	1/28
2/14	2/12	2/11
2/28	2/26	2/25
3/13	3/11	3/10
3/31	3/27	3/26
4/15	4/13	4/9
4/30	4/28	4/27
5/15	5/13	5/12
5/29	5/27	5/26
6/15	6/11	6/10
6/30	6/26	6/25
7/15	7/13	7/10
7/31	7/29	7/28
8/14	8/12	8/11
8/31	8/27	8/26
9/15	9/11	9/10
9/30	9/28	9/25
10/15	10/13	10/12
10/30	10/28	10/27
11/13	11/10	11/9
11/30	11/25	11/24
12/15	12/11	12/10
12/31	12/29	12/28

**2020 Holidays - Diocesan Office is Closed**

New Year's Day – observed January 1 (Wednesday)  
 Martin Luther King, Jr. Day – January 20 (Monday)  
 President's Day – February 17 (Monday)  
 Good Friday- April 10 (Friday)  
 Memorial Day – May 25 (Monday)  
 Independence Day (observed) – July 3 (Friday)  
 Labor Day – September 7 (Monday)  
 Day after Convention – October 19 (Monday)  
 Veteran's Day – November 11 (Wednesday)  
 Thanksgiving Break – November 26 & 27 (Thursday & Friday)  
 Christmas Day – December 25 (Friday)

2021 New Year's Day is observed Friday January 1.