

# Departmental Aid

## Southwest Texas Junior College

### 2019 - 2020 Payroll Schedule

Amended: 08/26/19

Period Ending	Payroll Cycle	Employee TE Due to Supervisor	Supervisor TE Appr Due to Payroll	Pay Date
Aug 26 - 31, 2019	Semi-Monthly/Salary (5th)	08/31/19 12:00PM	04:00PM	09/06/19
Sept 1 - 15, 2019	Semi-Monthly/Salary (20th)	09/16/19 12:00PM	04:00PM	09/23/19
Sept 16 - 30, 2019	Semi-Monthly/Salary (5th)	09/30/19 12:00PM	04:00PM	10/07/19
Oct 1 - 15, 2019	Semi-Monthly/Salary (20th)	10/15/19 12:00PM	04:00PM	10/21/19
Oct 16 - 31, 2019	Semi-Monthly/Salary (5th)	10/31/19 12:00PM	04:00PM	11/06/19
Nov 1 - 15, 2019	Semi-Monthly/Salary (20th)	11/15/19 12:00PM	04:00PM	11/21/19
Nov 16 - 30, 2019	Semi-Monthly/Salary (5th)	12/02/19 10:00AM	12:00PM	12/06/19
Dec 1 - 12, 2019	Semi-Monthly/Salary (20th)	12/12/19 12:00PM	04:00PM	12/20/19 Checks will be Mailed
Jan 21 - 31, 2020	Semi-Monthly/Salary (5th)	01/31/20 12:00PM	04:00PM	02/06/20
Feb 1 - 15, 2020	Semi-Monthly/Salary (20th)	02/14/20 12:00PM	04:00PM	02/21/20
Feb 16 - 28, 2020	Semi-Monthly/Salary (5th)	03/02/20 10:00AM	12:00PM	03/06/20
Mar 1 - 15, 2020	Semi-Monthly/Salary (20th)	03/06/20 10:00AM	12:00PM	03/23/20
Mar 16 - 31, 2020	Semi-Monthly/Salary (5th)	03/31/20 12:00PM	04:00PM	04/06/20
April 1 - 15, 2020	Semi-Monthly/Salary (20th)	04/15/20 12:00PM	04:00PM	04/21/20
April 16 - 30, 2020	Semi-Monthly/Salary (5th)	04/30/20 12:00PM	04:00PM	05/06/20
May 1 - 14, 2020	Semi-Monthly/Salary (20th)	05/15/20 12:00PM	04:00PM	05/21/20
June 1 - 15, 2020	Semi-Monthly/Salary (20th)	06/15/20 12:00PM	04:00PM	06/22/20
June 16 - 30, 2020	Semi-Monthly/Salary (5th)	06/30/20 12:00PM	04:00PM	07/07/20
July 1 - 15, 2020	Semi-Monthly/Salary (20th)	07/15/20 12:00PM	04:00PM	07/21/20
July 16 - 31, 2020	Semi-Monthly/Salary (5th)	07/31/20 12:00PM	04:00PM	08/06/20
Aug 1 - 15, 2020	Semi-Monthly/Salary (20th)	08/17/20 10:00AM	12:00PM	08/21/20

**IN WEB ADVISOR:** You can turn in your hours as soon as you have finished working that pay period. You do not have to wait until the due date.

**\*Pay Day:** Pick up checks with the cashiers at the Business Office.  
**Must present SWTJC student ID; no other identification will be accepted\***  
**If checks are not picked up by the 7th day, they will be mailed.**