



BIWEEKLY ONE TIME PAYMENT TOOL SCHEDULE - 2020 - V1 (10/02/2020)

Pay Cycle	Pay Period Begin	Pay Period End	Request Approval Deadline	I-618 File Creation (1:45pm)	Corrections (I-618) due 1:45 pm	Pay Confirm (After 4pm)	Check Date
B1	12-15-19	12-28-19	Sun 12-29-19	Mon 12-30-19 *	Thu 01-02-20 *	Fri 01-03-20 *	Wed 01-08-20
B2	12-29-19	01-11-20	Mon 01-13-20	Tue 01-14-20	Wed 01-15-20	Thu 01-16-20	Wed 01-22-20
B1	01-12-20	01-25-20	Mon 01-27-20	Tue 01-28-20	Wed 1-29-20 (11AM)*	Thu 01-30-20	Wed 02-05-20
B2	01-26-20	02-08-20	Mon 02-10-20	Tue 02-11-20	Wed 2-12-20 (11AM)*	Thu 02-13-20	Wed 02-19-20
B1	02-09-20	02-22-20	Mon 02-24-20	Tue 02-25-20	Wed 2-26-20 (11AM)*	Thu 02-27-20	Wed 03-04-20
B2	02-23-20	03-07-20	Mon 03-09-20	Tue 03-10-20	Wed 03-11-20	Thu 03-12-20	Wed 03-18-20
B1	03-08-20	03-21-20	Sun 03-22-20	Mon 03-23-20 *	Tue 03-24-20 *	Wed 03-25-20 *	Wed 04-01-20
B2	03-22-20	04-04-20	Mon 04-06-20	Tue 04-07-20	Wed 04-08-20	Thu 04-09-20	Wed 04-15-20
B3**	04-05-20	04-18-20	Mon 04-20-20	Tue 04-21-20	Wed 04-22-20	Thu 04-23-20	Wed 04-29-20
B1	04-19-20	05-02-20	Wed 05-06-20	Thu 5-7-20**	Fri 5-8-20 (11:30AM)**	Sat 5-9-20**	Wed 05-13-20
B2	05-03-20	05-16-20	Sun 05-17-20	Mon 05-18-20 *	Tue 05-19-20 *	Wed 05-20-20 *	Wed 05-27-20
B1	05-17-20	05-30-20	Mon 06-01-20	Tue 06-02-20	Wed 06-03-20	Thu 06-04-20	Wed 06-10-20
B2	05-31-20	06-13-20	Mon 06-15-20	Tue 06-16-20	Wed 06-17-20	Thu 06-18-20	Wed 06-24-20
B1	06-14-20	06-27-20	Mon 06-29-20	Tue 06-30-20	Wed 07-01-20	Thu 07-02-20	Wed 07-08-20
B2	06-28-20	07-11-20	Mon 07-13-20	Tue 07-14-20	Wed 07-15-20	Thu 07-16-20	Wed 07-22-20
B1	07-12-20	07-25-20	Mon 07-27-20	Tue 07-28-20	Wed 07-29-20	Thu 07-30-20	Wed 08-05-20
B2	07-26-20	08-08-20	Mon 08-10-20	Tue 08-11-20	Wed 08-12-20	Thu 08-13-20	Wed 08-19-20
B1	08-09-20	08-22-20	Mon 08-24-20	Tue 08-25-20	Wed 08-26-20	Thu 08-27-20	Wed 09-02-20
B2	08-23-20	09-05-20	Mon 09-07-20	Tue 09-08-20	Wed 09-09-20	Thu 09-10-20	Wed 09-16-20
B3**	09-06-20	09-19-20	Mon 09-21-20	Tue 09-22-20	Wed 09-23-20	Thu 09-24-20	Wed 09-30-20
B1	09-20-20	10-03-20	Mon 10-05-20	Tue 10-06-20	Wed 10-07-20	Thu 10-08-20	Wed 10-14-20
B2	10-04-20	10-17-20	Mon 10-19-20	Tue 10-20-20	Wed 10-21-20	Thu 10-22-20	Wed 10-28-20
B1	10-18-20	10-31-20	Sun 11-01-20	Mon 11-02-20 *	Tue 11-03-20	Wed 11-04-20	Tue 11-10-20
B2	11-01-20	11-14-20	Mon 11-16-20	Tue 11-17-20	Wed 11-18-20	Thu 11-19-20	Wed 11-25-20
B1	11-15-20	11-28-20	Mon 11-30-20	Tue 12-01-20	Wed 12-02-20	Thu 12-03-20	Wed 12-09-20
B2	11-29-20	12-12-20	Mon 12-14-20	Tue 12-15-20	Wed 12-16-20	Thu 12-17-20	Wed 12-23-20
B1	12-13-20	12-26-20	Sun 12-27-20	Mon 12-28-20	Tue 12-29-20	Wed 12-30-20	Wed 01-06-21
*Early Date Cutoff; **Flat Dollar Deduction Holiday; ***Date Extension							