### OLD DOMINION UNIVERSITY -- SEMI-MONTHLY PAYROLL SCHEDULE

#### FIRST QUARTER, ENDING MARCH 31, 2020

<table>
<thead>
<tr>
<th>PR#</th>
<th>Emp Type</th>
<th>Pay Period</th>
<th>E-1's Due in HR/ E-1S Due in E-1S Processing</th>
<th>PT Fac (4027)/Higher Ed Asst (4031) Appt hrs/payroll forms &amp; Salaried Changes DUE</th>
<th>To AA</th>
<th>To HR</th>
<th>Pay Date</th>
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<tr>
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<td>DEC 16-31</td>
<td>DEC 12**</td>
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### OLD DOMINION UNIVERSITY – SEMI-MONTHLY PAYROLL SCHEDULE

#### SECOND QUARTER, ENDING JUNE 30, 2020

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<th>Emp Type</th>
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<th>E-1's Due in HR/ E-1S Due in E-1S Processing</th>
<th>PT Fac (4027)/Higher Ed Asst (4031) Appt hrs/payroll forms &amp; Salaried Changes DUE</th>
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### OLD DOMINION UNIVERSITY – SEMI-MONTHLY PAYROLL SCHEDULE

#### THIRD QUARTER, ENDING SEPTEMBER 30, 2020

<table>
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<tr>
<th>PR#</th>
<th>Emp Type</th>
<th>Pay Period</th>
<th>E-1's Due in HR/ E-18 Due in E-IS Processing</th>
<th>PT Fac (4027)/Higher Ed Asst (4031) Appt ltr/payroll forms &amp; Salaried Changes DUE</th>
<th>WTE Leave Report &amp; Time Sheet Approver Deadline *</th>
<th>Pay Date</th>
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</table>
| 311 | HRLY SAL | JUN 16 - JUN 30  
 JUN 25 - JUL 09 | JUN 08**  
 JUN 15 G | JUN 04  
 JUN 11  
 JUN 08  
 JUN 15 | JUL 02  
 JUL 10 | JUL 16 --FY21  
 JUL 16 --FY21 |
| 312 | HRLY SAL | JUL 1 - JUL 15  
 JUL 10 - JUL 24 | JUN 19**  
 JUN 26 G | JUN 16  
 JUN 24  
 JUN 19  
 JUN 26 | JUL 16  
 JUL 27 | JUL 31  
 JUL 31 |
| 321 | HRLY SAL | JUL 16 - JUL 31  
 JUL 25 - AUG 09 | JUL 06**  
 JUL 13 G | JUL 02  
 JUL 09  
 JUL 06  
 JUL 13 | AUG 03  
 AUG 10 | AUG 14  
 AUG 14 |
| 322 | HRLY SAL | AUG 01 - AUG 15  
 AUG 10 - AUG 24 | JUL 20**  
 JUL 27 G | JUL 16  
 JUL 23  
 JUL 20  
 JUL 27 | AUG 17  
 AUG 25 | SEP 01  
 SEP 01 |
| 331 | HRLY SAL | AUG 16 - AUG 31  
 AUG 25 - SEP 09 | AUG 07**  
 AUG 14 G | AUG 03  
 AUG 12  
 AUG 07  
 AUG 14 | SEP 01  
 SEP 10 | SEP 16  
 SEP 16 |
| 332 | HRLY SAL | SEP 01 - SEP 15  
 SEP 10 - SEP 24 | AUG 17**  
 AUG 31 G | AUG 13  
 AUG 27  
 AUG 17  
 AUG 31 | SEP 16  
 SEP 25 | SEP 30  
 SEP 30 |

### OLD DOMINION UNIVERSITY – SEMI-MONTHLY PAYROLL SCHEDULE

#### FOURTH QUARTER, ENDING DECEMBER 31, 2020

<table>
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<th>PR#</th>
<th>Emp Type</th>
<th>Pay Period</th>
<th>E-1's Due in HR/ E-18 Due in E-IS Processing</th>
<th>PT Fac (4027)/Higher Ed Asst (4031) Appt ltr/payroll forms &amp; Salaried Changes DUE</th>
<th>WTE Leave Report &amp; Time Sheet Approver Deadline *</th>
<th>Pay Date</th>
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</table>
| 411 | HRLY SAL | SEP 16 - SEP 30  
 SEP 25 - OCT 09 | SEP 07**  
 SEP 18 G | SEP 03  
 SEP 14  
 SEP 07  
 SEP 18 | OCT 01  
 OCT 12 | OCT 16  
 OCT 16 |
| 412 | HRLY SAL | OCT 01 - OCT 15  
 OCT 10 - OCT 24 | SEP 21**  
 OCT 02 G | SEP 17  
 OCT 28  
 SEP 21  
 OCT 02 | OCT 16  
 OCT 26 | OCT 30  
 OCT 30 |
| 421 | HRLY SAL | OCT 16 - OCT 31  
 OCT 25 - NOV 09 | OCT 05**  
 OCT 16 G | OCT 01  
 OCT 14  
 OCT 05  
 OCT 16 | NOV 02  
 NOV 10 | NOV 16  
 NOV 16 |
| 422 | HRLY SAL | NOV 01 - NOV 15  
 NOV 10 - NOV 24 | OCT 19**  
 OCT 02 G | OCT 15  
 OCT 29  
 OCT 19  
 OCT 02 | NOV 06  
 NOV 16 | DEC 16  
 DEC 16 |
| 431 | HRLY SAL | NOV 16 - NOV 30  
 NOV 25 - DEC 09 | NOV 06**  
 NOV 16 G | NOV 04  
 NOV 12  
 NOV 06  
 NOV 16 | DEC 01  
 DEC 10 | DEC 16  
 DEC 16 |
| 432 | HRLY SAL | DEC 01 - DEC 15  
 DEC 10 - DEC 24 | NOV 20**  
 DEC 04 G | NOV 16  
 NOV 24  
 NOV 20  
 DEC 04 | DEC 16  
 DEC 18*** | DEC 31  
 DEC 31 |

Notes:
*Leave Reports and Classified Employee Time Sheets must be submitted to Approver by 11:59 p.m. on last day of pay period.
** Hourly (4021) and undergraduate student (4025, 4028, 4029) EPAF/E1s deadline; G = graduate student (4022, 4023, 4122, 4123) EPAF/E1s deadline.
***Hours for a portion of these pay periods will need to be estimated and submitted early.
1a deadline - all keying that impacts web time entry should be completed by HR & E1s Processing by this date - otherwise discuss with Payroll Staff prior to keying
2a deadline – all keying that impacts employee pay for the applicable pay period should be completed by HR, Benefits & E1s Processing by 12 noon on this date