

BI-WEEKLY PAYROLL SCHEDULE FOR				
03 HOURLY EMPLOYEES				
2020				
<u>WORK PERIOD</u>		<u>DUE BY 12:00 PM (NOON)</u>		<u>PAYDAY</u>
20-Dec	TO 2-Jan	TUESDAY, December 24, 2019		January 10, 2020
3-Jan	16-Jan	THURSDAY, January 16, 2020		January 24, 2020
17-Jan	30-Jan	THURSDAY, January 30, 2020		February 7, 2020
31-Jan	13-Feb	THURSDAY, February 13, 2020		February 21, 2020
14-Feb	27-Feb	THURSDAY, February 27, 2020		March 6, 2020
28-Feb	12-Mar	THURSDAY, March 12, 2020		March 20, 2020
13-Mar	26-Mar	THURSDAY, March 26, 2020		April 3, 2020
27-Mar	9-Apr	THURSDAY, April 9, 2020		April 17, 2020
10-Apr	23-Apr	THURSDAY, April 23, 2020		May 1, 2020
24-Apr	7-May	THURSDAY, May 7, 2020		May 15, 2020
8-May	21-May	THURSDAY, May 21, 2020		May 29, 2020
22-May	4-Jun	THURSDAY, June 4, 2020		June 12, 2020
5-Jun	18-Jun	THURSDAY, June 18, 2020		June 26, 2020
19-Jun	2-Jul	THURSDAY, July 2, 2020		July 10, 2020
3-Jul	16-Jul	THURSDAY, July 16, 2020		July 24, 2020
17-Jul	30-Jul	THURSDAY, July 30, 2020		August 7, 2020
31-Jul	13-Aug	THURSDAY, August 13, 2020		August 21, 2020
14-Aug	27-Aug	THURSDAY, August 27, 2020		September 4, 2020
28-Aug	10-Sep	THURSDAY, September 10, 2020		September 18, 2020
11-Sep	24-Sep	THURSDAY, September 24, 2020		October 2, 2020
25-Sep	8-Oct	THURSDAY, October 8, 2020		October 16, 2020
9-Oct	22-Oct	THURSDAY, October 22, 2020		October 30, 2020
23-Oct	5-Nov	THURSDAY, November 5, 2020		November 13, 2020
6-Nov	19-Nov	THURSDAY, November 19, 2020		November 27, 2020
20-Nov	3-Dec	THURSDAY, December 3, 2020		December 11, 2020
4-Dec	17-Dec	THURSDAY, December 17, 2020		December 24, 2020
18-Dec	31-Dec	THURSDAY, December 31, 2020		January 8, 2021

***** Please, read the following page for important information.**

1. TIMESHEETS must be submitted no later than THURSDAY (12:00 NOON) as indicated by the date in the middle column of the pay schedule. Please be sure to use a pen only when completing or signing timesheets.
2. Your pay advice may be viewed online at <https://hrcms-prod.mass.gov/psp/H92PRD/?cmd=login> Your State employee ID is not the same as your self-service ID. Your State employee ID can be found in your hiring email or call Human Resources. The initial password is your employee ID typed in again in the password box followed by the last four (4) digits of your social security number. If you forget your password, call the NECC HelpDesk at 978-556-3111.
3. The Payroll Office is open from 8:00 am until 4:30 pm. If you work after 4:30 pm, you may leave your timesheet in the box, which is located on the wall outside the Payroll Office. Federal work-study rules mandate that students are NOT allowed to submit their own timesheet to Payroll. *Supervisors are to submit all work study timesheets to Payroll, not the student.*
4. When a holiday falls on a Thursday of the week that you would normally submit your timesheet, you must submit the timesheet by 12:00 Noon on Wednesday of that week.
5. Students will be paid for the ACTUAL hours worked. Falsifying a timesheet may result in the loss of your position and/or future eligibility for the college work-study program.
6. If you work for a consecutive six (6) hours, you MUST include ½ lunch break. This is according to the law and there are NO EXCEPTIONS. You may not add a half-hour of time to the beginning or end of your shift to offset adding in the required lunch break.

SUPERVISORS: Please be aware of what you are signing:

- Do not sign a blank timesheet.
- Please use pen only.
- Students may NOT work during regularly scheduled class times.
- Please check your math.