

Biweekly 2020 Payroll Calendar

Direct Hire Form (Hire/Rehire)

Begin Date	End Date	Approval Levels 1 and 2 are Complete ¹	Approval Levels 3 and 4 are Complete ^{1,2}	Supplemental Pay Transactions Due to Level 4 (including ad hoc approvals) ³	Supplemental Pay Transactions Due to GTHR Level 5 (including ad hoc approvals) ³	MGR Absence/Time Approval by 10am	Payroll Processed	Pay Date	Pay Run ID
06/28/20	07/11/20	06/11/20	06/19/20	06/29/20	07/06/20	07/13/20	07/13/20	07/17/20	07B2
07/12/20	07/25/20	06/25/20	07/03/20	07/13/20	07/20/20	07/27/20	07/27/20	07/31/20	07B3
07/26/20	08/08/20	07/09/20	07/17/20	07/27/20	08/03/20	08/10/20	08/10/20	08/14/20	08B1
08/09/20	08/22/20	07/23/20	07/31/20	08/10/20	08/17/20	08/24/20	08/24/20	08/28/20	08B2
08/23/20	09/05/20	08/06/20	08/14/20	08/24/20	08/31/20	09/04/20	09/04/20	09/11/20	09B1
09/06/20	09/19/20	08/20/20	08/28/20	09/07/20	09/14/20	09/21/20	09/21/20	09/25/20	09B2
09/20/20	10/03/20	09/03/20	09/11/20	09/21/20	09/28/20	10/05/20	10/05/20	10/09/20	00B1
10/04/20	10/17/20	09/17/20	09/25/20	10/05/20	10/12/20	10/19/20	10/19/20	10/23/20	00B2
10/18/20	10/31/20	10/01/20	10/09/20	10/19/20	10/26/20	11/02/20	11/02/20	11/06/20	0NB1
11/01/20	11/14/20	10/15/20	10/23/20	11/02/20	11/09/20	11/16/20	11/16/20	11/20/20	0NB2
11/15/20	11/28/20	10/29/20	11/06/20	11/16/20	11/23/20	11/30/20	11/30/20	12/04/20	0DB1
11/29/20	12/12/20	11/12/20	11/20/20	11/30/20	12/07/20	12/14/20	12/14/20	12/18/20	0DB2
12/13/20	12/26/20	11/26/20	12/04/20	12/14/20	12/21/20	12/23/20	12/23/20	12/31/20	0DB3

¹ These dates assume that submissions are free from error and follow GT and USG policies. This also assumes that positions have been approved and attributes are accurate.

² Employee hired/rehired needs to complete Section I of onboarding within 5 business days from this date.

³ Biweekly paid employees submit timesheets for actual worked performed, so lump sum supplemental pay for work is not permitted.

Early Payroll Submission Due to Holiday