



PAYROLL PROCESSING SCHEDULE 2020-2021 FISCAL YEAR

ALL ACTION FORM CHANGES MUST BE EFFECTIVE ON A SUNDAY. THE ACTION FORM MUST BE SUBMITTED TO HRM **5 DAYS PRIOR TO THE EFFECTIVE DATE.**

Northeastern University
Human Resources Management

HRNAVIGATOR






CHANGES OUTLINED IN HR ACTION FORMS REQUIRE 5 BUSINESS DAYS TO TAKE EFFECT

Please submit your completed HR Action Forms to HRM **no later than 3:00 p.m. on Friday** for changes to take effect five business days later (always on a Sunday). For example, forms that are submitted on Friday, August 2 will go into effect on Sunday, August 11.

Received by HR

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Effective date

SEMI-MONTHLY: ADMIN PROFESSIONAL AND FACULTY

Payroll information is due to HRM by the deadline dates below. This information includes:

- Hire completed
- Termination date
- Extra Compensation

SEMI-MONTHLY SCHEDULE

Please note: The PDC form follow the semi-monthly schedule.

PAY DATE	DEADLINE
4/15/2020	4/01/2020
4/30/2020	4/13/2020
5/15/2020	5/01/2020
5/29/2020	5/15/2020
6/15/2020	6/01/2020
6/30/2020	6/15/2020
7/15/2020	6/30/2020
7/31/2020	7/17/2020
8/14/2020	8/03/2020
8/31/2020	8/18/2020
9/15/2020	8/31/2020
9/30/2020	9/16/2020
10/15/2020	10/01/2020
10/30/2020	10/16/2020
11/13/2020	10/30/2020
11/30/2020	11/16/2020
12/15/2020	12/01/2020
12/31/2020	12/11/2020
1/15/2021	12/21/2020
1/29/2021	1/15/2021
2/15/2021	2/01/2021
2/26/2021	2/12/2021
3/15/2021	3/01/2021
3/31/2021	3/16/2021
4/15/2021	4/01/2021
4/30/2021	4/16/2021
5/14/2021	4/30/2021
5/31/2021	5/17/2021
6/15/2021	6/01/2021
6/30/2021	6/16/2021