

2019 Summer and 2019-2020 Academic Year Payroll Schedule

Below please find the 2019 Summer and 2019-2020 academic year payroll schedule. The biweekly pay period begins on Monday and ends on Sunday. ***Timesheet entries in Workday must be submitted by 10 am and approved by noon on Monday prior to payday (*or other day/times due to holidays).*** If you cannot update your hours by these deadlines, please submit an approved [Prior Pay Period Adjustment form](#) to the Controller's Office. Payments are issued every other Friday, except during holiday weeks as indicated below.

Controller's Office / Payroll Contacts:

- Robin Saindon, rsaindon@bowdoin.edu
- Lynne Toussaint, ltoussai@bowdoin.edu

OASDI/MED TAX	ACAD/SUM	PAY CYCLE DATES	TIME CARDS DUE	CHECKS ISSUED
Last day of classes – May 8, 2019 Reading Period – May 9 – 12, 2019 Exams – May 13 – 18, 2019 Commencement Exercises – May 25, 2019				
Exempt	Acad	Mon, May 13, 2019 – Sun, May 26, 2019	*Tues, May 28, 2019	Fri, May 31, 2019
Tax	Sum	Mon, May 27, 2019 – Sun, Jun 9, 2019	Mon, Jun 10, 2019	Fri, Jun 14, 2019
Tax	Sum	Mon, Jun 10, 2019 – Sun, Jun 23, 2019	Mon, Jun 24, 2019	Fri, Jun 28, 2019
Tax	Sum	Mon, Jun 24, 2019 – Sun, Jul 7, 2019	Mon, Jul 8, 2019	Fri, Jul 12, 2019
Tax	Sum	Mon, Jul 8, 2019 – Sun, Jul 21, 2019	Mon, Jul 22, 2019	Fri, Jul 26, 2019
Tax	Sum	Mon, Jul 22, 2019 – Sun, Aug 4, 2019	Mon, Aug 5, 2019	Fri, Aug 9, 2019
Tax	Sum	Mon, Aug 5, 2019 – Sun, Aug 18, 2019	Mon, Aug 19, 2019	Fri, Aug 23, 2019
Tax	Sum	Mon, Aug 19, 2019 – Sun, Sep 1, 2019	*Tue, Sep 3, 2019	Fri, Sep 6, 2019
Fall semester classes begin – September 4, 2019				
Exempt	Acad	Mon, Sep 2, 2019 – Sun, Sep 15, 2019	Mon, Sep 16, 2019	Fri, Sep 20, 2019
Exempt	Acad	Mon, Sep 16, 2019 – Sun, Sep 29, 2019	Mon, Sep 30, 2019	Fri, Oct 4, 2019
Fall vacation – October 12 – 15, 2019				
Exempt	Acad	Mon, Sep 30, 2019 – Sun, Oct 13, 2019	Mon, Oct 14, 2019	Fri, Oct 18, 2019
Exempt	Acad	Mon, Oct 14, 2019 – Sun, Oct 27, 2019	Mon, Oct 28, 2019	Fri, Nov 1, 2019
Exempt	Acad	Mon, Oct 28, 2019 – Sun, Nov 10, 2019	Mon, Nov 11, 2019	Fri, Nov 15, 2019
Thanksgiving vacation – November 27 – December 1, 2019				
Exempt	Acad	Mon, Nov 11, 2019 – Sun, Nov 24, 2019	Mon, Nov 25, 2019	Fri, Nov 29, 2019
Last day of classes - December 11, 2019 Reading Period - December 12 – 15, 2019 Exams – December 16 – 21, 2019				
Exempt	Acad	Mon, Nov 25, 2019 – Sun, Dec 8, 2019	Mon, Dec 9, 2019	Fri, Dec 13, 2019
Winter break – December 22, 2019 – January 20, 2020				
Exempt	Acad	Mon, Dec 9, 2019 – Sun, Dec 22, 2019	*Fri, Dec 20, 2019	Fri, Dec 27, 2019
Exempt	Acad	Mon, Dec 23, 2019 – Sun, Jan 5, 2020	Mon, Jan 6, 2020	Fri, Jan 10, 2020
Exempt	Acad	Mon, Jan 6, 2020 – Sun, Jan 19, 2020	*Tue, Jan 21, 2020	Fri, Jan 24, 2020
Exempt	Acad	Mon, Jan 20, 2020 – Sun, Feb 2, 2020	Mon, Feb 3, 2020	Fri, Feb 7, 2020
Exempt	Acad	Mon, Feb 3, 2020 – Sun, Feb 16, 2020	*Tue, Feb 18, 2020	Fri, Feb 21, 2020
Exempt	Acad	Mon, Feb 17, 2020 – Sun, Mar 1, 2020	Mon, Mar 2, 2020	Fri, Mar 6, 2020
Spring vacation – March 7 – 22, 2020				
Exempt	Acad	Mon, Mar 2, 2020 – Sun, Mar 15, 2020	Mon, Mar 16, 2020	Fri, Mar 20, 2020
Exempt	Acad	Mon, Mar 16, 2020 – Sun, Mar 29, 2020	Mon, Mar 30, 2020	Fri, Apr 3, 2020
Exempt	Acad	Mon, Mar 30, 2020 – Sun, Apr 12, 2020	Mon, Apr 13, 2020	Fri, Apr 17, 2020
Exempt	Acad	Mon, Apr 13, 2020 – Sun, Apr 26, 2020	Mon, Apr 27, 2020	Fri, May 1, 2020
Last day of classes – May 6, 2020 Reading Period – May 7 – 10, 2020 Exams – May 11 – 16, 2020				
Exempt	Acad	Mon, Apr 27, 2020 – Sun, May 10, 2020	Mon, May 11, 2020	Fri, May 15, 2020
Commencement Exercises – Saturday, May 23, 2020				
Exempt	Acad	Mon, May 11, 2020 – Sun, May 24, 2020	*Tues, May 26, 2020	Fri, May 29, 2020
Tax	Sum	Mon, May 25, 2020 – Sun, Jun 7, 2020	Mon, Jun 8, 2020	Fri, Jun 12, 2020

****or other day/times due to holidays***

Controller's Office – 80 Federal Street

3530 College Station • Brunswick • Maine 04011 • Tel 207-725-3843 • Fax 207-725-3920