

Fiscal Year 2019 – 2020 Final Pay Period Due Dates

The final pay period of fiscal year 2019 - 2020 will be split into two timesheets: **6/21/2020 – 6/30/2020** and **7/1/2020 – 7/4/2020**, in order to credit the new fiscal year 2020 - 2021 in PR Assist.

The due date for the 6/21/2020 – 6/30/2020 timesheet is **Thursday 7/2/2020**.

The due date for the 7/1/2019 – 7/4/2019 timesheet is **Wednesday 7/8/2020**.

Timesheet 1 - June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
21	22	23	24	25	26	27
28	29	30	1	2 Timesheet 1 Due Date	3	4

Any fiscal year 2019 – 2020 timesheets that are not approved by 7/2/2019 will not be able to be submitted on PRAssist.

Timesheet 2 - July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6 Timesheet 2 Open	7	8 Timesheet 2 Due Date	9	10	11

If you have any questions, please email prassist.timeandleave@baruch.cuny.edu.

Office of Human Resources