

# DIOCESE OF SACRAMENTO

## Payroll Processing Schedule - 2020

Paydata should be **transmitted to ADP by NOON** on the dates indicated below.

Week No.	End of Pay Period	Transmittal	Delivery	Paydate
1	12/31/ 2019	<b>1/ 02 /20</b>	1/ 03 /20	1/ 07 /20
3	1/15/ 2020	<b>1/ 16 /20</b>	1/ 17 /20	1/ 22 /20
6	1/31/ 2020	<b>2/ 04 /20</b>	2/ 05 /20	2/ 07 /20
8	2/15/ 2020	<b>2/ 18 /20</b>	2/ 19 /20	2/ 21 /20
10	2/29/ 2020	<b>3/ 03 /20</b>	3/ 04 /20	3/ 06 /20
12	3/15/ 2020	<b>3/ 17 /20</b>	3/ 18 /20	3/ 20 /20
14	3/31/ 2020	<b>4/ 02 /20</b>	4/ 03 /20	4/ 07 /20
17	4/15/ 2020	<b>4/ 17 /20</b>	4/ 20 /20	4/ 22 /20
19	4/30/ 2020	<b>5/ 04 /20</b>	5/ 05 /20	5/ 07 /20
21	5/15/ 2020	<b>5/ 19 /20</b>	5/ 20 /20	5/ 22 /20
23	5/31/ 2020	<b>6/ 02 /20</b>	6/ 03 /20	6/ 05 /20
25	6/15/ 2020	<b>6/ 17 /20</b>	6/ 18 /20	6/ 22 /20
27	6/30/ 2020	<b>7/ 01 /20</b>	7/ 02 /20	7/ 07 /20
30	7/15/ 2020	<b>7/ 17 /20</b>	7/ 20 /20	7/ 22 /20
32	7/31/ 2020	<b>8/ 04 /20</b>	8/ 05 /20	8/ 07 /20
34	8/15/ 2020	<b>8/ 18 /20</b>	8/ 19 /20	8/ 21 /20
36	8/31/ 2020	<b>9/ 01 /20</b>	9/ 02 /20	9/ 04 /20
38	9/15/ 2020	<b>9/ 17 /20</b>	9/ 18 /20	9/ 22 /20
41	9/30/ 2020	<b>10/ 02 /20</b>	10/ 05 /20	10/ 07 /20
43	10/15/ 2020	<b>10/ 19 /20</b>	10/ 20 /20	10/ 22 /20
45	10/31/ 2020	<b>11/ 03 /20</b>	11/ 04 /20	11/ 06 /20
47	11/15/ 2020	<b>11/ 17 /20</b>	11/ 18 /20	11/ 20 /20
49	11/30/ 2020	<b>12/ 02 /20</b>	12/ 03 /20	12/ 07 /20
51	12/15/ 2020	<b>12/ 17 /20</b>	12/ 18 /20	12/ 22 /20
1	12/31/ 2020	<b>1/ 04 /21</b>	1/ 05 /21	1/ 07 /21

*Note: If you need to change your transmittal date and it falls on a different week number which changes on Fridays, please call **ADP ahead of time @ 844/335-8256, option 1 for the Payroll Account Manager** Specify the input date & delivery date. **Paydate cannot be changed.***

*If you're not familiar with the process, please ask ADP to walk you through.*

**After Week # 51, if you need to do an Out-of-Sequence or adjustment payroll, please call/contact ADP and notify Joy Rebuyon, phone # 916-733-0279 or jrebuyon@scd.org**