

# Student Payroll Schedule: Academic Year 2019-20

Notre Dame of Maryland University • Office of Human Resources  
4701 North Charles Street • Baltimore, MD 21210 • (410) 532-5898 • Fax (410) 532-5785

**Time sheets and paychecks are available for pick up weekdays 8:30 am to 4:30 pm in the Human Resources Office, THE 212.**

- A separate time sheet is required for each department you work in.
- The maximum amount of hours you may work per week is **20** – **even if you work multiple jobs, you cannot exceed a total of 20 combined hours per week.**
- Make sure your supervisor signs and codes your time sheet before turning it in or you will not be paid.
- **All employees are encouraged to sign up for direct deposit because it is a safe, fast and convenient way to receive your pay.**
- If you do not have direct deposit your check will be held for pick up in the Human Resources Office (see hours above). Live checks must be picked up in person. If this is ever a problem, please contact us at 410-532-5898 to make alternate arrangements.
- **The University has electronic paystubs and W2's that may be accessed through our ADP payroll system at <https://portal.adp.com>. Please ask for instructions if you are not registered with a login for ADP.**

Pay Date	Pay Period	Timesheet Due	Pay Date	Pay Period	Timesheet Due
September 19	8/31 – 9/13/19	9/13/19	February 6	1/18 – 1/31/20	1/31/20
October 3	9/14 – 9/27/19	9/27/19	20	2/1 – 2/14/20	2/14/20
17	9/28 – 10/11/19	10/11/19	March 5	2/15 – 2/28/20	2/28/20
31	10/12 – 10/25/19	10/25/19	19	2/29 – 3/13/20	3/13/20
November 14	10/26 – 11/8/19	11/8/19	April 2	3/14 – 3/27/20	3/27/20
27	11/9 – 11/22/19	11/22/19	16	3/28 – 4/10/20	4/10/20
December 12	11/23 – 12/6/19	12/6/19	30	4/11 – 4/24/20	4/24/20
26	12/7 – 12/20/19	12/20/19	May 14	4/25 – 5/8/20	5/8/20
January 9	12/21 – 1/3/20	1/3/20	28	5/9 – 5/22/20	5/22/20
23	1/4 – 1/17/20	1/17/20	June 11	5/23 – 6/5/20	6/5/20

**\*Late time sheets will be processed on the next pay date\***