Important Information Regarding Your Pay Schedule

(Announcement Sent Via Email December 16, 2020)

Next week, the Offices of Human Resources and Payroll will be rolling out our new system, Workday. With the use of Workday, we will manage the overall employee lifecycle and provide in-house payroll processing as of Monday, December 21, 2020.

With the implementation of Workday, we will be standardizing the pay period schedules for all active employees. Once the system is live, all employees will be paid on the same date biweekly, regardless of employment type (i.e. Faculty, Staff, Student, Academic Specialist, etc.). Click here to view the full Pay Period schedule for Calendar Year 2021, which will be processed in Workday.

In advance of the move to Workday, please see the below for important changes that may impact your pay schedule for the final paycheck of 2020 and the first Workday-processed payroll of 2021.

Faculty, Staff & Adjuncts*

Year	Pay Period	Dates Covered	Pay Date
2020	26	12/5/2020 - 12/18/2020	12/24/2020
2021	1	12/19/2020 - 1/1/2021	1/8/2021

*Note that Adjunct payments will be based on contract dates.

Academic Specialists

Year	Pay Period	Dates Covered	Pay Date
2020	26	11/28/2020 - 12/11/2020	12/24/2020
2021	1*	12/12/2020 - 1/1/2021	1/8/2021

*Note that Pay Period 1 will cover dates worked over a three (3) week period.

Student Workers

Year	Pay Period	Dates Covered	Pay Date
2020	27	12/5/2020 - 12/18/2020	12/31/2020
2021	1*	12/19/2020 - 1/1/2021	1/8/2021

*Note that Pay Period 1 will be paid one (1) week after Students receive their check for Pay Period 27.

Please be advised that all employees will have access to their January 8, 2021 payslip in Workday. Training materials, including job aids and video recordings, will be available for employees to access any time from our Workday website. Have questions? The HR & Payroll team have established an email inbox for all Workday related inquiries: workday@kean.edu.