

**Chadron State College 2020 -  
2021 Payroll Schedule**

<b>Schedule</b>	<b>Pay Period</b>	<b>Payday</b>
<b>Biweekly</b>		
18	July 31 - Aug 13	August 27
19	Aug 14 - Aug 27	September 10
20	Aug 28 - Sept 10	September 24
21	Sept 11 - Sept 24	October 8
22	Sept 25 - Oct 8	October 22
23	Oct 9 - Oct 22	November 5
24	Oct 23 - Nov 5	November 19
25	Nov 6 - Nov 19	December 3
26	Nov 20 - Dec 3	December 17
27	Dec 4 - Dec 17	December 31
1	Dec 18 - Dec 31	January 14
2	Jan 1 - Jan 14	January 28
3	Jan 15 - Jan 28	February 11
4	Jan 29 - Feb 11	February 25
5	Feb 12 - Feb 25	March 11
6	Feb 26 - Mar 11	March 25
7	Mar 12 - Mar 25	April 8
8	Mar 26 - Apr 8	April 22
9	Apr 9 - Apr 22	May 6
10	Apr 23 - May 6	May 20
11	May 7 - May 20	June 3
12	May 21 - June 3	June 17

## Chadron State College Bi-Weekly Payroll Information

### Time Entry:

<https://firefly.nebraska.edu>

Login information is the same as MyCSC

*(if you do not know your NUID – please access the instructions on the payroll page titled "Claiming an NUID")*

Click on SAPHIRE Tab > Firefly Help > Employee Self Service Help > Video Tutorials

Click "**Paycheck Inquiry**" – shows most recent paystub

Click on "**ESS Time Entry for Employee with Multiple Positions**"

Bi-weekly employees are encouraged to sign-up for the **\*\*Enroll for W-2 Online Delivery\*\***

on Employee Self-Service Tab (ESS) then "**W-2 & W-4 Tax Forms**" Tab

Bi-weekly employees who separate prior to December 31 will automatically be mailed a printed W-2 to the permanent address in ESS in January.

Bi-Weekly payroll has a two-week lag; time worked between August 14 & 27th pays on Thursday, Sept 10. Paydays are every other Thursday--see schedule at [www.csc.edu/hr/student](http://www.csc.edu/hr/student)

### Addresses:

Please review & maintain addresses under

"About Me"

Note: Address changes in Firefly - ESS **do not change MyCSC** and address changes in MyCSC do not change Firefly-ESS, please maintain both with your most current address/contact info.

Changes through ESS for bank information or W-4 are date driven and will affect the current or next payroll