ATTENTION PAYROLL REPRESENTATIVES

The following is a list of the early cut-off dates for Thanksgiving, Christmas, and Martin Luther King Holiday Schedules for all payrolls.

Thanksgiving Holiday Schedule

SALARIED BIWEEKLY
Time cards due to the Payroll Department 11/17/2016 Thursday 9:00 A.M.

HOURLY BIWEEKLY
Time cards due to the Payroll Department 11/28/2016 Monday 9:00 A.M.

Christmas Holiday Schedule

HOURLY BIWEEKLY
Pay Period Ending 12/07/2016 paid on 12/15/2016
Time cards due to the Payroll Department 12/06/2016 Tuesday 3:00 P.M.

Pay Period Ending 12/21/2016 paid on 12/22/2016
Time cards due to the Payroll Department 12/14/2016 Wednesday 3:00 P.M.

SALARIED BIWEEKLY
Pay Period Ending 12/14/2016 paid on 12/22/2016
Time cards due to the Payroll Department 12/09/2016 Friday 3:00 P.M.

Pay Period Ending 12/28/2016 paid on 01/05/2017
Time cards due to the Payroll Department 12/21/2016 Wednesday 3:00 P.M.

ACADEMIC/MONTHLY
Academic pay date 12/16/2016 - Personnels are due to the Payroll Department by 12/09/2016
Monthly pay date 12/22/2016 - Personnels are due to the Payroll Department by 12/16/2016

Martin Luther King Holiday Schedule

SALARIED BIWEEKLY
Pay Period Ending 01/11/2017 paid on 01/19/2017
Time cards due to the Payroll Department 01/12/2017 Thursday 3:00 P.M.

FOR QUESTIONS PLEASE CALL E-PAYROLL SECTION 542-6971