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**
Pay Period Ending 11/15/2017 paid on 11/22/2017
Time cards due to the Payroll Department 11/16/2017 Thursday 9:00 A.M.

**HOURLY BIWEEKLY**
Pay Period Ending 11/22/2017 paid on 11/30/2017
Time cards due to the Payroll Department 11/27/2017 Monday 9:00 A.M.

Christmas Holiday Schedule

**HOURLY BIWEEKLY**
Pay Period Ending 12/06/2017 paid on 12/14/2017
Time cards due to the Payroll Department 12/05/2017 Tuesday 3:00 P.M.

Pay Period Ending 12/20/2017 paid on 12/21/2017
Time cards due to the Payroll Department 12/13/2017 Wednesday 3:00 P.M.

**SALARIED BIWEEKLY**
Pay Period Ending 12/13/2017 paid on 12/21/2017
Time cards due to the Payroll Department 12/08/2017 Friday 3:00 P.M.

Pay Period Ending 12/27/2017 paid on 01/04/2018
Time cards due to the Payroll Department 12/20/2017 Wednesday 3:00 P.M.

**ACADEMIC/MONTHLY**
Academic pay date 12/15/2017 - Personnels are due to the Payroll Department by 12/12/2017
Monthly pay date 12/21/2017 - Personnels are due to the Payroll Department by 12/15/2017

Martin Luther King Holiday Schedule

**SALARIED BIWEEKLY**
Pay Period Ending 01/10/2018 paid on 01/18/2018
Time cards due to the Payroll Department 01/11/2018 Thursday 3:00 P.M.

FOR QUESTIONS PLEASE CALL E-PAYROLL SECTION 542-6971