

November 2, 2018

ATTENTION PAYROLL REPRESENTATIVES

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



Thanksgiving Holiday Schedule

SALARIED BIWEEKLY

Pay Period Ending 11/14/2018 paid on 11/21/2018

Time cards due to the Payroll Department 11/15/2018 Thursday 9:00 A.M.

HOURLY BIWEEKLY

Pay Period Ending 11/21/2018 paid on 11/29/2018

Time cards due to the Payroll Department 11/26/2018 Monday 9:00 A.M.



Christmas Holiday Schedule

SALARIED BIWEEKLY

Pay Period Ending 12/12/2018 paid on 12/20/2018

Time cards due to the Payroll Department 12/13/2018 Thursday 9:00 A.M.

Pay Period Ending 12/15/2018 paid on 12/27/2018

Time cards due to the Payroll Department 12/18/2018 Tuesday 9:00 A.M.

HOURLY BIWEEKLY

Pay Period Ending 12/15/2018 paid on 12/20/2018

Time cards due to the Payroll Department 12/17/2018 Monday 9:00 A.M.

ACADEMIC/MONTHLY

Academic pay date 12/31/2018 - Personnels are due to the Payroll Department by 11/30/2018

Monthly pay date 12/31/2018 - Personnels are due to the Payroll Department by 11/30/2018

FOR QUESTIONS PLEASE CALL E-PAYROLL SECTION 542-6971