

To employees on the biweekly pay system:

Below is the schedule for the next two pay periods. Due to the holiday closure, you will need to submit your time sheet in advance. The university is closed except for essential services from Monday, December 23, 2024, through Friday, January 3, 2025.

Pay Period	Timesheet Deadline	Approval Deadline	Payday
12/7/2024 - 12/20/2024	Sunday, 12/15/2024 @ 11:59 pm	Monday, 12/16/2024 @ 2 pm	Monday, 12/30/2024
12/21/2024 - 1/3/2025	Monday, 1/6/2025	Tuesday, 1/7/2024	Monday, 1/13/2025

Student Employees and Hourly Workers

If you are scheduled to work 12/16 – 12/20, forecast your hours for those days on your timesheet by Sunday, 12/15, and notify your approver that you have done so. If you work any additional hours after your timesheet is submitted, add those as “retro hours” to your next timesheet (due Monday, 1/6). If you have zero hours for those 5 days, do not submit a “zero” timesheet.

Full-time, Non-Exempt Employees

For pay period 12/7 – 12/20, please submit your timesheet by Sunday, 12/15. This pay period will not include any holiday pay.

For pay period 12/21 – 1/3, please submit your timesheet by Monday 1/6. For the Energy Conservation Day on Monday 12/23, use any other paid leave time available such as compensatory time or vacation, **DO NOT** enter holiday pay. Enter 8 hours of holiday pay for each day Tuesday, 12/24 – Wednesday, 1/1. For the Administrative Days Thursday 1/2 and Friday 1/3, enter 8 hours of Administrative Leave for each day.

Timesheet Approvers

You must approve all time submitted, per the above requirements, on Monday, 12/16 no later than 2 pm. If you will be away, please arrange with employees to submit time early or arrange with your proxy approver(s) to approve for you.

NOTES:

Payroll will process all hours approved on Monday, 12/16 as is, and will NOT have time to contact employees or approvers who forget to do their timesheets.

Any necessary corrections should be submitted on the employee’s next timesheet due Monday, 1/6, for payment on Monday 1/13.

Katherine Tristan

Director of Payroll