

Dear Employees in the BiWeekly Pay System,

Below is the schedule for the next three pay periods. Due to the holiday closure, you will need to submit your time sheet in advance of the closure.

Pay period	Time sheet deadline	Approval deadline	Payday
November 27-December 10, 2021	December 12th	December 13th	December 20, 2021
<b>December 11 – 24, 2021</b>	<b>December 15th</b>	<b>December 16th, 2pm</b>	<b>January 3, 2022</b>
December 25, 2021 – January 7, 2022	January 9th	January 10th	January 18, 2022

The university will be closed except for essential services during the period December 22 – January 5.

**Student Employees and Hourly Workers**

If you have hours you will work on December 16-21, you should submit them on your timesheet, on **December 15th**. Please submit your time sheet on the 15<sup>th</sup> and notify your approver that you have done so. If you are scheduled to work on the 16<sup>th</sup> – 21<sup>st</sup>, you will need to forecast your hours for those days. If you work extra hours after your time sheet is submitted, please add those hours to your next time sheet due on January 9<sup>th</sup>. If you have zero hours for those 4 days, you do not need to submit a “zero” time sheet.

**Regular, Non-Exempt employees**

You also need to submit your time sheet for the period December 11-24, on **Wednesday, December 15**. Your time needs to include your actual hours worked from December 11<sup>th</sup>-21<sup>st</sup>. The following days are holidays, and you should use enter 8 hours on the holiday line for December 22, 23, and 24.

\*\*\*\*\*Upon return on January 6<sup>th</sup>, timesheets due January 9, will also include holidays in which you should enter 8 hours on the holiday line for December 27-31 and January 3-5.

**Approvers**

You must approve time submitted, per the above requirements, on **Thursday, December 16th no later than 2pm**. If you will be away that day, please arrange with the employees to submit time early so you can approve, or arrange with your proxy approver(s) to do the approving for you.

**NOTES:**

Payroll will process all hours approved on the 16<sup>th</sup> and will NOT have time to contact employees or approvers who forget to do their timesheets.

Payroll will be closed from December 22 to January 5. Any necessary catch up or corrections should be submitted on next time sheet January 9<sup>th</sup>, for payment on January 18.

Katherine Tristan  
Director of Payroll