



Subject: To All Biweekly Paid Employees and Timesheet Approvers

Timesheets for pay period 11/11/2023 - 11/24/2023 will still be due on their regular due dates despite the Energy Conservation Day and the Thanksgiving holiday (11/22 - 11/24).

Biweekly paid employees & students should complete their timesheets before they leave Tuesday, November 21st so that they can be approved timely on Monday 11/27.

**Please note that holiday pay should not be recorded for the energy conservation day (11/22/23). Other paid leave time available should be used (such as compensatory time or vacation).

All **BW Full Time Staff** should record 8 hours of holiday pay each day for Thursday, 11/23 & Friday, 11/24.

Biweekly pay dates are available on the [Payroll Website](#).

Have a Great Thanksgiving Holiday!!

Katherine Tristan

Director of Payroll
Lamar University