

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 26-December 9, 2022	December 11th	December 12th	December 19, 2022
December 10 – 23, 2022	December 14th	December 15th, 2pm	January 3, 2023
December 24, 2022 – January 6, 2022	January 8th	January 9th	January 17, 2023

The university will be closed except for essential services during the period December 19 – January 1, 2023.

Student Employees and Hourly Workers

If you have hours you will work on December 15-18, you should submit them on your timesheet, on **December 14th**. Please submit your time sheet on the 14th and notify your approver that you have done so. If you are scheduled to work on the 15th – 18th, you will need to forecast your hours for those days. If you work extra hours after your time sheet is submitted, please add those as “retro hours” to your next time sheet due on January 8th. 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 10-23, on **Wednesday, December 14**. Your time needs to include your actual hours worked from December 10th-23rd. The following days are holidays, and you should use enter 8 hours on the holiday line for December 21, 22, and 23. Please note that December 19 and 20 are Energy Conservation Days, so Holiday pay should not be used, other paid leave time available should be used such as compensatory time or vacation.

*****Upon return on January 2nd, timesheets due January 8, will also include holidays in which you should enter 8 hours on the holiday line for December 26-30.

Timesheet Approvers

You must approve time submitted, per the above requirements, on **Thursday, December 15th 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 16th and will NOT have time to contact employees or approvers who forget to do their timesheets.

Payroll will be closed from December 19 to January 1. Any necessary catch up or corrections should be submitted on next time sheet due January 8th, for payment on January 17.

Katherine Tristan

Director of Payroll