



Subject: Message to Biweekly **Time Sheet Employees and Approvers**

Due to Thanksgiving, Holiday 11/23-11/25, Time sheets for pay period 11/12/2022-11/22/2022 will still be due on the regular due dates. The Biweekly dates are available on the [Payroll Website](#).

Biweekly Employees & Students should complete their timesheets before they leave Tuesday November 22nd, so that timesheets can be approved timely on Monday November 28th.

Please note for the 11/23 Energy Conservation Day, Holiday Pay should not be recorded, other paid leave time available should be used such as compensatory time or vacation. For only days 11/24-11/25, **BW Full Time Staff only is to record 8 hours holiday pay on each day. **

Have a Great Thanksgiving Holiday!!

Katherine Tristan

Director of Payroll
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