ATTENTION PAYROLL REPRESENTATIVES

The following is a list of the early cut-off dates for Thanksgiving, Christmas, and Martin Luther King Holiday Schedules for all payrolls.

Thanksgiving Holiday Schedule

SALARIED BIWEEKLY
Pay Period Ending 11/18/2015 paid on 11/25/2015
Time cards due to the Payroll Department 11/19/2015 Thursday 9:00 A.M.

HOURLY BIWEEKLY
Pay Period Ending 11/25/2015 paid on 12/04/2015
Time cards due to the Payroll Department 11/30/2015 Monday 9:00 A.M.

Christmas Holiday Schedule

HOURLY BIWEEKLY
Pay Period Ending 12/09/2015 paid on 12/18/2015
Time cards due to the Payroll Department 12/08/2015 Tuesday 3:00 P.M.

Time cards due to the Payroll Department 12/16/2015 Wednesday 3:00 P.M.

SALARIED BIWEEKLY
Pay Period Ending 12/16/2015 paid on 12/23/2015
Time cards due to the Payroll Department 12/11/2015 Friday 3:00 P.M.

Pay Period Ending 12/30/2015 paid on 01/08/2016
Time cards due to the Payroll Department 12/22/2015 Tuesday 3:00 P.M.

ACADEMIC/MONTHLY
Academic pay date 12/18/2015 - Personnels are due to the Payroll Department by 12/10/2015
Monthly pay date 12/23/2015 - Personnels are due to the Payroll Department by 12/16/2015

Martin Luther King Holiday Schedule

SALARIED BIWEEKLY
Pay Period Ending 01/13/2016 paid on 01/22/2016
Time cards due to the Payroll Department 01/14/2016 Thursday 3:00 P.M.

FOR QUESTIONS PLEASE CALL E-PAYROLL SECTION 542-6971