

Payroll Notice

Date: November 8, 2007

To: Individuals responsible for PA's and Timecards

From: Payroll

Re: Deadline changes for November, December, and January

Due to the upcoming holidays in November, December, and January, there will be changes to the payroll deadlines for those pay periods. Please see the list below for the changes:

11-21-07 Pay Day

Thursday	November 8 th	PA's due in Payroll
Wednesday	November 14 th	Timecards due in Payroll
Friday	November 16 th	Rejected timecard corrections due

12-07-07 Pay Day

Tuesday	November 27 th	PA's due in Payroll
Friday	November 30 th	Timecards due in Payroll
Tuesday	December 4 th	Rejected timecard corrections due

12-21-07 Pay Day

Tuesday	December 11 th	PA's due in Payroll
Friday	December 14 th	Timecards due in Payroll
Tuesday	December 18 th	Rejected timecard corrections due

01-04-08 Pay Day

Wednesday	December 19 th	PA's due in Payroll
Thursday	December 27 th	Timecards due in Payroll
Monday	December 31 st	Rejected timecard corrections due

Please remember that all timecards must be in ink, include in and out times, an approvers phone number, correct Rocket ID, and must be signed by a department head. If any of this information is missing, the timecard will be rejected. Please do not forget to check the rejected timecard list and make any necessary corrections by 2:00pm on the date designated above to ensure a check will be processed. These corrections can be made with an e-mail sent to the Payroll address only (payroll@utnet.utoledo.edu). Please do not send corrections to a specific individual as that individual may be out and unable to receive e-mails.

If there are any questions concerning this information, please contact the Payroll office at (419)530-8780.