

Payroll Notice

Date: October 28, 2005

To: Individuals responsible for PA's and Timecards

From: Jennifer Harpel, Payroll Manager

Re: Deadline changes for the November, December and January holidays

Due to the upcoming holiday season and the Banner system conversion on 01-01-06, there will be several changes to the payroll deadlines for November, December and January. Please see the list below for the changes:

11-10-05 Pay Day

Tuesday	November 1st	PA's due
Thursday	November 3rd	Timecards due
Monday	November 7 th	Review rejected timecards

11-23-05 Pay Day

Monday	November 14 th	PA's due
Wednesday	November 16 th	Timecards due
Friday	November 18 th	Review rejected timecards

12-22-05 Pay Day

Friday	December 9 th	PA's due
Wednesday	December 14 th	Timecards due by noon***
Thursday	December 15 th	Review rejected timecards

01-06-06 Pay Day

Thursday	December 22 nd	PA's due
Tuesday	December 27 th	Timecards due
Thursday	December 29 th	Review rejected timecards

01-20-06 Pay Day

Tuesday	January 10 th	PA's due
Thursday	January 12 th	Timecards due
Tuesday	January 17 th	Review rejected timecards

Because of the Banner system conversion on 01-01-06, many of the deadlines have been moved up considerably. Please make note of these changes. Notice that the timecards due on Wednesday, December 14th are due by **noon**. The noon deadline is only for that pay period. These timecard deadlines are prior to the pay period end date, so it will be the decision of the department whether they want to include those hours on the timecard. For example, timecards are due on a Wednesday, however the individual is scheduled on Thursday and Friday. Those hours can be included on the timecard, but the department must track those hours to ensure they are only paid once. Also, make sure PA's have all necessary information provided to eliminate any unnecessary delays. In addition, all timecards need to be completed in ink and must be signed by the appropriate personnel prior to being submitted. If there are any questions concerning this information, please contact the Payroll office.

Thank you for your cooperation in helping us provide the best customer service to our students.