

# Payroll Notice

Date: December 11, 2006

To: Individuals responsible for PA's and Timecards

From: Jennifer Harpel, Payroll Manager

Re: Deadline changes for January

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

## 01-05-07 Pay Day

Thursday	December 21st	PA's due in Payroll
Thursday	December 28th	Timecards due in Payroll
Tuesday	January 2nd	Rejected timecard corrections due

## 01-19-07 Pay Day

Monday	January 8 <sup>th</sup>	PA's due in Payroll
Thursday	January 11 <sup>th</sup>	Timecards due in Payroll
Tuesday	January 16 <sup>th</sup>	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](mailto: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.