

Payroll Notice

Date: June 15, 2007

To: Individuals responsible for PA's and Timecards

From: Jennifer Harpel, Payroll Manager

Re: Deadline changes for the July 6, 2007 payroll

Due to the upcoming July 4th holiday listed are the changes to the payroll deadlines for July 6, 2007. You will notice that the regular deadlines return for July 20th. Please see the list below for the changes:

07/06/07 Pay Day

Monday	June 25 th	PA's due
Thursday	June 28 th	Timecards due
Monday	July 2 nd	Rejected time cards posted – corrections by 2:00 p.m. to the Payroll Department email

07/20/07 Pay Day

Tuesday	July 10 th	PA's due
Friday	July 13 th	Timecards due
Tuesday	July 17 th	Rejected time cards posted – corrections by 2:00 p.m. to the Payroll Department email

Please remember that all timecards must be completed in ink, include in and out times, and include a department head signature and phone number. Also, the new information required by Banner must be included on the timecards. This includes the Rocket ID, index number, account code, position number and rate of pay. If any of this information is missing, the timecard will be rejected. We will no longer accept timecards with the old account information. If we do receive a timecard with the old information, it will be rejected as well. Please do not forget to check the rejected timecard list and make any necessary corrections by 2:00 p.m. 07/02/07 to ensure a check will be processed for the payroll of 07/06/07.