

Payroll Notice

Date: August 27, 2009

To: Individuals responsible for PAs and Timecards

From: Payroll

Re: Deadline changes for September 11, 2009

Due to the upcoming holiday, there will be changes to the payroll deadline. Please see below for the changes:

09-11-09 Pay Day

Monday	August 31st	PAs due in Payroll
Thursday	September 3rd	Timecards due in Payroll
Tuesday	September 8th	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.