

Payroll Notice

Date: October 22, 2009

To: Individuals responsible for PAs and Timecards

From: Payroll

Re: Deadline changes for Holidays

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

11-20-09 Pay Day

Monday	November 9th	PAs due in Payroll
Friday	November 13th	Timecards due in Payroll – no change
Tuesday	November 17th	Rejected timecard corrections due – no change

12-04-09 Pay Day

Friday	November 20th	PAs due in Payroll
Wednesday	November 25th	Timecards due in Payroll
Tuesday	December 1 st	Rejected timecard corrections due – no change

12-31-09 Pay Day

Friday	December 18th	PAs due in Payroll
Tuesday	December 22nd	Timecards due in Payroll
Monday	December 28th	Rejected timecard corrections due

01-29-10 Pay Day

Friday	January 15 th	PAs due in Payroll
Friday	January 22 nd	Timecards due in Payroll – no change
Tuesday	January 26 th	Rejected timecard corrections due – no change

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.