

Payroll Notice

Date: June 17, 2009

To: Individuals responsible for PAs and Timecards

From: Payroll

Re: Deadline changes for July 2, 2009

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

07-02-09 Pay Day

Monday	June 22nd	PAs due in Payroll
Thursday	June 25 th	Timecards due in Payroll
Monday	June 29 th	Rejected timecard corrections due

Checks will be available for pick-up on Thursday since the University is closed on Friday

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.