

HR Pointer

July 17, 2009

Special Schedule for the Labor Day Holiday

OBSERVANCE OF THE UPCOMING LABOR DAY HOLIDAY ON MONDAY, SEPTEMBER 7TH WILL REQUIRE AN ADJUSTMENT TO THE NORMAL DUE DATES FOR SUBMITTING HR AND PAYROLL INFORMATION. PLEASE NOTE THE CHANGES BELOW TO ENSURE THAT YOUR STAFF ARE PAID ON TIME AND CORRECTLY ON THE FRIDAY, SEPTEMBER 11TH PAYDAY!

TIMESHEETS

DEPARTMENTS SHOULD SUBMIT COMPLETED TIMESHEETS TO THE UNIVERSITY PAYROLL OFFICES BY 5:30 P.M. ON FRIDAY, SEPTEMBER 4TH FOR THOSE STAFF WHO WILL NOT BE WORKING DURING THE WEEKEND.

TIMESHEETS FOR THOSE STAFF WHO ARE WORKING OVER THE WEEKEND SHOULD BE SUBMITTED TO THE UNIVERSITY PAYROLL OFFICE NO LATER THAN 10 A.M. ON TUESDAY, SEPTEMBER 8TH.

HR FORMS

ALL OTHER HUMAN RESOURCE FORMS (INCLUDING ADDITIONAL PAY FORMS) MUST BE SUBMITTED BY TUESDAY, SEPTEMBER 1ST TO BE INCLUDED ON THE SEPTEMBER 11TH PAYROLL.

THE PAY PERIODS BEING PAID ON THE SEPTEMBER 11TH PAYCHECKS ARE:

PayGroup	Pay Period
UNIVERSITY BIWEEKLY	AUGUST 23 RD – SEPTEMBER 5 TH
VTS BIWEEKLY	
UNIVERSITY WEEKLY	AUGUST 31 ST – SEPTEMBER 6 TH
CASUAL WEEKLY	AUGUST 30 TH – SEPTEMBER 5 TH

Enjoy the Holiday!