

HR Pointer

October 27, 2008

Special Schedule for Thanksgiving Week

Consistent with years past, the University will move the normal Friday "payday" to Wednesday during the week of Thanksgiving. This requires a significant adjustment to the normal due dates for submitting payroll information, so please pay close attention to the changes below to ensure your staff members are paid accurately and timely on the Wednesday, November 25th payroll.

Kronos Approvals

Departments **MUST** complete their Kronos approvals no later than 10 A.M. on Sunday, November 22nd.

Timesheets

Departments must submit completed timesheets to the Medical Payroll Office (S-2311 MCN) by 5:30 P.M. on Friday, November 20th for those staff members who will not be working during the weekend.

Timesheets for those staff who are working over the weekend must be submitted to the Medical Payroll Office no later than 10:00 A.M. on Sunday, November 22nd.

HR Forms

All other Human Resource forms (including Additional Pay forms) must be submitted by Tuesday, November 17th to be included on the November 25th payroll.

The pay periods being paid on the November 25th payroll are:

PayGroup	Pay Period
Medical Center Biweekly	November 8 th – November 21 st
Home Health Biweekly	
University Weekly	November 16 th – November 22 nd
Casual Weekly	November 15 th – November 21 st

Happy Thanksgiving!