



## HOLIDAY REQUIREMENTS FROM THE PAYROLL OFFICE

Please read carefully for specific instructions in regard to our final checks of the calendar year.

**UNCLAIMED PAYCHECKS:** If you are holding any unclaimed paychecks as of today, please return them to the Payroll Office **immediately**. Corrections will be made to ensure correct W-2s.

**Final 2007 checks will be ready on Friday, December 21, 2007. (Our 12/31/07 paycheck will be prepared early so please note you will not receive anything on 12/31/07.**

**Supervisors, please note:** Departments will pick up checks as usual on the **12/21/07** payday. If you have students, staff or faculty who will not be on campus that day, please make arrangements with those employees. We suggest that you:

1. Encourage those employees to sign up for **direct deposit** by Monday November 5, 2007, **OR**
2. Mail checks at University Mailroom by NOON on Friday, December 21, 2007.
3. **If you have any unclaimed checks as of 2:00 p.m. on 12/21/07, PLEASE HAND DELIVER THEM back to the East Campus Cashier's Office or the Payroll Office at Admin West for safekeeping over the holiday break.** Do not keep them in your office.

### **FINAL 2007 PAYCHECK PROCESSING DEADLINES:**

In order to have these ready for you we ask you to respect the following deadlines for processing the 12/1/07 -12/15/07 time cards.

**STUDENT TIMECARDS:** When your student worker has worked their last day prior to leaving for Christmas break, please approve their time card immediately and return it to the Payroll Office at Admin. West on the same day. Please do not hold timecards until Friday, December 14, 2007 unless they are working through the 15<sup>th</sup>. Payroll has only two working days to process all timecards so they are needed as quickly as possible.

**STAFF (HOURLY) TIMECARDS:** Hourly is specifically noted in the "Schedule" area of the time cards. When an hourly staff employee has worked their last day in the 12/1 – 12/15 pay period, please approve their card and green sheets then return it to the Payroll Office at Admin. West on their last day or on or before Friday December 14, 2007 to ensure processing for payment on 12/21/07.

**NON-EXEMPT STAFF:** Timecard employees must have their 12/1/07 – 12/15/07 timecards in the Admin. West Payroll Office by **12:00 p.m. on Friday 12/14/07** in order to receive any overtime pay due from December 1<sup>st</sup> to December 15<sup>th</sup> on their December 21, 2007 check. Overtime for cards received after 12/15/07 will be paid on the January 15<sup>th</sup> pay check.

**TIME CLOCK EMPLOYEES:** Those departments on **time clocks** must have their **time sheets** in the Payroll Office by **8:00 a.m. on Monday 12/17/07**.

**NOTE:** Time cards for hours worked 12/16/07 – 12/31/07 **are not due** in the Payroll Office until January 3, 2008.

**OTHER REQUESTS RELATED TO PAYROLL:**

- Supplemental pay, driver's pay, etc. must be in the Payroll Office by **12/12/07**.
- We will need to have all expense reports in the Business Office by **12/12/07**. All others will be reimbursed on a separate check without direct deposit if received by 12/14/07.
- All items that are **NOT** received by these deadlines will be included in the **01/15/08** paychecks.

**WE APPRECIATE YOUR ASSISTANCE AT THIS BUSY TIME OF YEAR AND MAY YOUR HOLIDAYS BE BLESSED AS WE REMEMBER JESUS IS THE REASON WE CELEBRATE!**