



**A NOTE FROM THE BUSINESS OFFICE**  
**END OF CALENDAR YEAR 2008 DEADLINES**

As we prepare for Christmas and the blessing of holidays, we would like you to make note of a few dates to ensure that all income is received, recorded, and deposited, as well as payments disbursed promptly, and correctly. The Business Office and East Campus Cashier's Office will be closed December 24, 2008 thru January 4, 2009.

**CASHIER**

Contact: Cashier's Office, Kelli Hively at [khively@apu.edu](mailto:khively@apu.edu) or x3430

All deposits of incoming funds must be in the Cashier's Office on East Campus by Monday, December 22, 2008. This includes any donations. Please do not leave money in your offices over the holiday season.

**ACCOUNTS PAYABLE — INVOICES/BILLS/STATEMENTS**

Contact: Accounts Payable Office, x4536 or [accountspayable@apu.edu](mailto:accountspayable@apu.edu).

All invoices must be approved and received in the Business Office no later than 12 pm (noon) on Thursday, December 18, to be included in our final vendor check run on December 19. We will be paying all invoices due thru January 1, 2009.

**Independent Contractor Requests (SSA)**

All requests to pay independent contractors must be in by Friday, December 12, to be paid by December 22, 2008. Must be approved and with completed W-9 form and any other additional information as needed. Please contact Sherrie Nehrenberg directly with any questions at x4410 or [snehrenberg@apu.edu](mailto:snehrenberg@apu.edu).

**PURCHASE REQUISITIONS**

Contact: Dana Langley, x4412 or [dlangley@apu.edu](mailto:dlangley@apu.edu)

All requisitions that must be PROFORMA (check issued) must be entered and approved by Friday, December 12, for a check to be processed by Friday, December 19. All requisitions that only need a Purchase Order issued may be

entered and approved until Friday, December 19, at 5:00 p.m. to have a Purchase Order issued by Tuesday, December 23.

### **EXPENSE REIMBURSEMENTS**

Contact: Cindi Chapman, x4537 or [cchapman@apu.edu](mailto:cchapman@apu.edu)

All expense reimbursement requests that need to be paid by December 23, on paychecks must be in the Business Office no later than 5pm on December 12, 2008. Completed and approved reports will be processed. All others will be reimbursed with the January 15, 2009 paycheck.

### **PAYROLL**

Contact: Payroll Office, Robin Pharis at x4414 or [rpharis@apu.edu](mailto:rpharis@apu.edu)

### **THE LAST PAYCHECK FOR THE 2008 CALENDAR YEAR WILL BE ISSUED ON TUESDAY, DECEMBER 23, 2008.**

See our website or the attached email for all of the calendar year-end payroll deadlines.

### **Check your pay stubs as soon as possible!**

Any errors on your pay stub must be reported immediately so we may correct your W-2.

### **Christmas Schedule Deadlines**

Due to the Christmas holiday schedule for APU, payday will be Tuesday, December 23, 2008 for the pay period ending December 31st. Do not expect a paycheck on December 31st.

**Timecards (all):** 12/1/2008-12/15/2008 timecards are due in the payroll office no later than 5:00 p.m. on Monday, December 15, 2008. Do not place in campus mail! No exceptions!

**Students:** 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 immediately. Do not hold these timecards until December 15th if they have already completed their time earlier in the pay period. Turn in these cards as soon as possible to give payroll staff enough time for processing.

**Staff:** Timecards are due by Monday, December 15, 2008 by 5:00 p.m. No Exceptions! Do not place in campus mail!

### **Other Requests Related to Payroll**

☐ Supplemental pay, driver's pay, etc. must be received in the Payroll Office by **11/18/08** for the November 26th paycheck **and 12/12/08** for the December 23rd paycheck.

☐ We will need to have all expense reports for business conducted July 2008 thru December 11, 2008 in the Business Office by **12/12/08**.

☐ All items that are **not** received by these deadlines will be included in the 01/15/09 paychecks. **No exceptions.**

### **General Information:**

## **Unclaimed Checks**

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 2008 checks will be ready on Tuesday, December 23, 2008. (Our 12/31/08 paycheck will be prepared early so please note that **you will not** receive paychecks on 12/31/08.)

### **Supervisors, please note:**

**Supervisors have the responsibility of following the above deadlines to ensure their employees are paid appropriately.**

Departments will pick up checks as usual on the **12/23/08** 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 Wednesday, November 18, 2008 to ensure direct deposit by the final payday, **OR**
2. Mail checks at University Mailroom by NOON on Tuesday, December 23, 2008.
3. **If you have any unclaimed checks as of 2:00 p.m. on 12/23/08, 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.