



To: Biweekly Payroll Staff and Supervisors
From: Payroll – Office of Financial Affairs
Date: May 20, 2019
Re: Timesheet Submission & Approval Deadlines for May 31, 2019 Pay Date

The Payroll Office will be closed on Monday, May 27, 2019 in observance of Memorial Day. Since Monday is the usual deadline for submitting and approving biweekly timesheets, we are requesting for all BW 11 timesheets to be submitted and approved prior to 5:00 p.m. on Friday, May 24, 2019.

Please do not hesitate to contact the Payroll Office with any questions or concerns at (315)-792-3161 or payroll@utica.edu.

Have a wonderful holiday!