



MEMORANDUM

TO: Biweekly Staff
FROM: Payroll – Office of Financial Affairs
DATE: December 12, 2018
RE: Bi-weekly 26 Timesheet Submission Deadlines

Due to the upcoming winter break and time constraints in the Payroll Office, all biweekly timesheets for the **12/9/18 to 12/22/18 pay period must be submitted by 3:00 pm on Tuesday, December 18, 2018**. Therefore, you will have to make a reasonable estimate of your hours worked and any vacation or other paid time off for the remaining days in the pay period ending 12/22/2018. Any differences between what you submit for hours and what actually occurred will be adjusted in the next payroll. Also, please make note of the following:

- The pay date is Friday, December 28, 2018, which is during the College Holiday/Winter Break week.
- If you currently receive direct deposit, you will receive your paystub via email on Friday, December 21, 2018, and your direct deposit will be available on the pay date, Friday, December 28, 2018.
- If you usually receive a paper check by mail it will be mailed on Thursday, December 27, 2018.
- If you usually receive a paper check via campus mail, your check will be mailed on Thursday, December 27, 2018 to the mailing address that the Office of Human Resources has on file for you.
- If you need to make other arrangements, or if you have any questions please contact the Payroll Office by Tuesday, December 18, 2018 at payroll@utica.edu or 315-792-3161.

Thank you and have a wonderful holiday season.