



Office of Financial Affairs

## MEMORANDUM

**TO:** Biweekly Employee Supervisors

**FROM:** Payroll – Office of Financial Affairs

**DATE:** December 12, 2018

**RE:** Biweekly 26 Timesheet Submission and Approval 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 to you for approval by 3:00 pm on Tuesday, December 18, 2018. Supervisors must approve these timesheets by 11:59 pm on Tuesday, December 18, 2018.** If you will not be available to approve the timesheets please alert a proxy to do them for you, so that all time sheets are approved by the deadline.

The biweekly hourly employees on this payroll will have to make a reasonable estimate of 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 is submitted for hours worked and paid time off to what actually occurred will be adjusted in the next payroll. Please take special care in reviewing these timesheets before approving them.

Supervisors for part-time hourly employees should guide the employee on how to enter time for Tuesday, 12/18/18 – Saturday, 12/22/18. If there is a schedule for those dates, the employee can submit the hours they are scheduled to work. If they know of planned paid time off, it should be entered on the time sheet accordingly. 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 an employee currently receives direct deposit, they will receive their paystub via email on Friday, December 21, 2018, and the direct deposit will be available on the pay date, Friday, December 28, 2018.
- If an employee currently receives a paper check by mail, it will be mailed on Thursday, December 27, 2018.
- If an employee currently receives a paper check via campus mail, it will be mailed on Thursday, December 27, 2018 to the mailing address that the Office of Human Resources has on file. If you have any questions, please contact the Payroll Office at [payroll@utica.edu](mailto:payroll@utica.edu) or 315-792-3161.

Your cooperation is greatly appreciated in ensuring the timely submission and approval of employee time sheets. Thank you and have a wonderful holiday season.