

## **December 2010 Paycheck Distribution Information**

### **BW 26 pay period**

Covers November 27, 2011 through December 10, 2011

Time entry due Tuesday December 13th at noon, superusers have until 5:00 pm to correct, submit and/or approve time.

Payday: Wednesday, December 21st.

Direct deposits will be sent for posting the morning of the December 21st, 2011.

### **BW 1 pay period**

Covers December 11, 2011 through December 24, 2011

Time entry due December 23, 2011 at noon, superusers have until 5:00 pm on Friday, December 23, 2011 to correct, submit and/or approve time.

Payday: Wednesday January 4, 2012.

Timesheets can be extracted and submitted prior to the reduced services schedule. They will be available for extraction on Thursday, December 15, 2011. We **strongly advise** units to submit and approve time prior to the holiday.

### **MN 12 pay period**

Covers November 16, 2011 through December 15, 2011

NO change in regular processing

### **Adjustments**

Adjustments submitted by noon on Tuesday, December 20th will be paid on Friday, December 23rd. This is the final adjustment calc of the year.

Adjustments submitted by noon on Tuesday, January 3, 2012 will be paid on Friday, January 6, 2012.

***For Additional Information Regarding Pay Check Distribution, Please Contact the Payroll Office at 312-996-7200.***

