

December 2009 Paycheck Distribution Information

BW 26 pay period

Covers November 29, 2009 through December 12, 2009

Time entry due Tuesday December 15th at noon, superusers have until 5:00 pm to correct, submit and/or approve time.

Payday: Wednesday, December 23rd.

Direct deposits will be sent for posting the morning of the December 23, 2009. Paper checks will be delivered through Campus mail on December 23, 2009.

BW 1 pay period

Covers December 13, 2009 through December 26, 2009

Time entry due December 23, 2009 at noon, superusers have until 5:00 pm on Monday, December 28, 2009 to correct, submit and/or approve time.

Payday: Wednesday January 6, 2010.

Timesheets can be extracted and submitted prior to the reduced services schedule. They will be available for extraction on Thursday, December 17, 2009. We **strongly advise** units to submit and approve time prior to the holiday.

MN 12 pay period

Covers November 16, 2009 through December 15, 2009

NO change in regular processing

Adjustments

Adjustments submitted by 5 p.m. on Friday, December 18th will be paid on Wednesday, December 23rd.
Adjustments submitted by noon on Tuesday, January 5th will be paid on Friday, January 8th.

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