

## **December 2007 Paycheck Distribution Information**

### BW 26 pay period

Covers Dec. 2nd through the 15th

Time entry due Tuesday, Dec. 18<sup>th</sup> at noon, superusers have until 5 pm to correct, submit and/or approve time

Payday: Wednesday December 26<sup>th</sup>.

Direct deposits will be sent for posting the morning of the 26<sup>th</sup>. Paper checks will be printed and mailed on Saturday, Dec. 22<sup>nd</sup> for delivery on Dec. 26<sup>th</sup>.

### BW 1 pay period

Covers December 16<sup>th</sup> through the 29<sup>th</sup>

Time Entry due Wednesday, January 2<sup>nd</sup> at noon, superusers have until 5pm to correct, submit and/or approve time.

Timesheets can be extracted and submitted prior to the reduced services schedule. They will be available for extraction on Wednesday, December 19<sup>th</sup>. We encourage units who will not be on campus to submit and approve time prior to the holiday.

### MN 12 pay period

Covers Nov. 16 through Dec 16<sup>th</sup>

NO Change in regular processing

***For Additional Information Regarding Pay Check Distribution, Please Contact the Payroll Office at 312-996-1922***