

December 2008 Paycheck Distribution Information

BW 26 pay period

Covers November 30, 2008 through December 13, 2008

Time entry due Tuesday December 16th at noon, superusers have until 5:00 pm to correct, submit and/or approve time.

Payday: Tuesday, December 23rd.

Direct deposits will be sent for posting the morning of the December 23, 2008. Paper checks will be delivered through Campus mail on December 23, 2008.

BW 1 pay period

Covers December 14, 2008 through December 27, 2008

Time entry due December 23, 2008 at 3pm, superusers have until 5:00 pm on Sunday, December 28, 2008 to correct, submit and/or approve time.

Payday: Wednesday January 7, 2009.

Timesheets can be extracted and submitted prior to the reduced services schedule. They will be available for extraction on Thursday, December 18, 2008. We encourage units who will not be on campus to submit and approve time prior to the holiday.

MN 12 pay period

Covers November 16, 2008 through December 15, 2008

NO change in regular processing

Adjustments

Adjustments submitted by 5 p.m. on Friday, December 19th will be paid on Tuesday, December 23rd. Adjustments submitted by 5 p.m. on Monday, January 5th will be paid on Wednesday, January 7th, and adjustments submitted by 5 p.m. on Tuesday January 6th will be paid on Friday, January 9th.

***For Additional Information Regarding Pay Check Distribution, Please
Contact the
Payroll Office at 866-476-3586.***

