Pay period = 11/30/2018 through 12/31/2018

Please contact Alison Christensen via email by 12/7/2018 if you will have students working during the campus closure (12/24 through 12/28)

Early submission for students finished working on or before 12/6

Thursday, 12/6/2018
- All hours worked 11/30 – 12/6 must be submitted by 4:30pm
- 4:30pm – Payroll runs Time Admin

Friday, 12/7/2018
- All Manage Exceptions and Time Approvals for all hours worked 11/30 – 12/6 should be completed by close of business
- Coordinate with Jessica Gutierrez if discrepancies are discovered
  - Add’l run requests for Time Admin done via email and must include GroupID

Early submission for students finished working on or before 12/13

Thursday, 12/13/2018
- All hours worked 11/30 – 12/13 must be submitted by 4:30pm
- 4:30pm – Payroll runs Time Admin

Friday, 12/14/2018
- All Manage Exceptions and Time Approvals for all hours worked 11/30 – 12/13 must be completed by close of business
- Coordinate with Jessica Gutierrez if discrepancies are discovered
  - Add’l run requests for Time Admin done via email and must include GroupID

Early submission for students finished working on or before 12/20

Thursday, 12/20/2018
- All hours worked 11/30 – 12/20 must be submitted by 4:30pm
- 4:30pm – Payroll runs Time Admin

Friday, 12/21/2018
- All Manage Exceptions and Time Approvals for all hours worked 11/30 – 12/20 must be completed by close of business
- Coordinate with Jessica Gutierrez if discrepancies are discovered
  - Add’l run requests for Time Admin done via email and must include GroupID

Regular submission for students working during campus closure and/or through 12/31

Wednesday, January 2, 2019
- All hours worked 11/30 – 12/31 must be entered by 10:00am
- Contact Jessica Gutierrez via email to run Time Admin (email must include GroupID)
- All Manage Exceptions and Time Approvals must be completed by close of business
- Coordinate with Jessica Gutierrez if discrepancies are discovered
  - Add’l run requests for Time Admin done via email and must include GroupID
Thursday, January 3, 2019
- Payroll requests all December 2018 pay for January 10th payday
  - All late timesheets must be submitted normally

Friday, January 4, 2019
- Timesheets due to Student Employment