Pay period = 12/01/2016 through 12/31/2016

***Please contact Alison Christensen via email by 12/9/2016 if you will have students working during the campus closure (12/26 through 12/30)***

Early submission for students finished working on or before 12/8

Thursday, 12/8/2016
- All hours worked 12/1 – 12/8 must be submitted by 4:30pm
- Attendance Certification Reports and timesheets for all NRA students due to Payroll by 4:30pm
- 4:30pm – Payroll runs Time Admin

Friday, 12/9/2016
- All Manage Exceptions and Time Approvals for all hours worked 12/1 – 12/8 should be completed by close of business
- Coordinate with Susan Long or Alison Christensen if discrepancies are discovered

Early submission for students finished working on or before 12/15

Thursday, 12/15/2016
- All hours worked 12/1 – 12/15 must be submitted by 10:00am
- Attendance Certification Reports & timesheets for all NRA students due to Payroll by 10:00am
- Contact Susan Long via email to run TimeAdmin (email must include GroupID)
- All Manage Exceptions and Time Approvals for all hours worked 12/1 – 12/15 must be completed by close of business
- Coordinate with Susan Long or Alison Christensen if discrepancies are discovered

Regular submission for students working through 12/31

Tuesday, January 3, 2017
- All hours worked 12/1 – 12/31 must be entered by 10:00am
- Attendance Certification Reports & timesheets for all NRA students due to Payroll by 10:00am
- Contact Susan Long via email to run TimeAdmin (email must include GroupID)
- All Manage Exceptions and Time Approvals must be completed by close of business
- Coordinate with Susan Long or Alison Christensen if discrepancies are discovered

Wednesday, January 4, 2017
- Payroll requests all December 2016 pay for January 10th payday
  - All late timesheets must be submitted normally