

Holiday Payroll Close Schedules

Winter Holiday

The biweekly payroll close schedule for the Winter Holiday has **not** changed.

- The pay period ending Sunday, December 16, 2012 must be signed off by **5:00PM on Tuesday, December 18, 2012.** (Sign off removal requests must be received by 4:00PM on Tuesday, December 18, 2012.)

New Year's Day Holiday

The biweekly payroll close schedule for the New Year's Day Holiday **has been** changed. In order to process payroll timely, **all** deadlines will be strictly enforced.

- The pay period ending Sunday, December 30, 2012 must be signed off by **5:00PM on Wednesday, January 2, 2013.**
- Sign off removal requests must be received by 4:00PM on Wednesday, January 2, 2013.

SPA Non-Exempt Employee Timecard Entry

- SPA Non-Exempt employees are paid only for the hours worked and leave taken entered in their timecards in TIM. Therefore, Permanent SPA Non-Exempt employees should submit Time off Notifications if required or manually enter all of their leave to be taken during the Winter and New Year's Holidays in advance.

Timecard Approval Deadlines

- Monday, December 31, 2012 and Tuesday, January 1, 2013 are Holidays, so Employee and Manager Approval deadlines may need to be modified. This is determined by Department management and should be communicated to your employees and managers in advance.

EPA Monthly Sign Off Deadlines

December, 2012

- EPA timecards must be signed off by **5:00PM on Friday, December 28, 2012.**
- PLEASE NOTE- the sign off removal request deadline has changed due to the Winter Break- sign off requests must be received by 3:00PM on Friday, December 21, 2012.

Holidays

- **PLEASE NOTE:**
 - 2013 Holidays, including the New Year's Day Holiday on Tuesday, January 1, 2013, will **not** appear in TIM until January 2, 2013.
- Holidays do not always appear in future pay periods. They will appear when the Holiday is in the current week.
- If an employee is not eligible to receive a holiday that appears in the timecard, insert a row on the day with the holiday and enter the "Holiday Forfeit" pay code and a negative amount of hours and save the timecard.