

Holiday Payroll Close Schedules

Thanksgiving Holiday

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

- The pay period ending Sunday, November 17, 2013 must be signed off by **5:00PM on Tuesday, November 19, 2013.**
- Sign off removal requests must be received by 4:00PM on Tuesday, November 19, 2013.

Winter Holiday

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

- The pay period ending Sunday, December 15, 2013 must be signed off by **5:00PM on Tuesday, December 17, 2013.**
- Sign off removal requests must be received by 4:00PM on Tuesday, December 17, 2013.

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 29, 2013 must be signed off by **5:00PM on Monday, December 30, 2013.**
- Sign off removal requests must be received by 4:00PM on Monday, December 30, 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

- The sign off deadline on Monday, December 30, 2013 is one day earlier, 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

November, 2013

The monthly sign off schedule for EPA employees has not been changed in November.

- EPA timecards must be signed off by **5:00PM on Monday, November 25, 2013.**
- Sign off removal requests must be received by 4:00PM on Monday, November 25, 2013.

December, 2013

The monthly sign off schedule for EPA employees has been changed in December.

- EPA timecards must be signed off by **5:00PM on Friday, December 20, 2013.**
- PLEASE NOTE- the sign off removal deadline has changed- sign off removal requests must be received by 3:00PM on Friday, December 20, 2013.

(The January monthly sign off schedule for EPA employees will be included in the upcoming Calendar Year End communication.)

Holidays

- 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, insert a row on the day with the holiday and enter the "Holiday Forfeit" pay code and a negative amount of hours in the timecard.