

Holiday TIM Payroll Close Schedules

Please Note: In order to process payroll timely, **ALL** deadlines will be strictly enforced. **Payroll will sign off employees** that have **not** been signed off by the **deadline**.

SPA Sign Off Deadlines

Biweekly 10, 11/3 – 11/16

The biweekly payroll close schedule for Biweekly 10 **has been** changed.

- Biweekly 10 (11/3 – 11/16) **must** be signed off by **5:00 p.m. on Monday, November 17th**. Sign off removal requests must be received by 4:00 p.m. that day.

Biweekly 11, 11/17 – 11/30

The biweekly payroll close schedule for Biweekly 11 has **not** been changed.

- Biweekly 11 (11/17 – 11/30) **must** be signed off by **5:00 p.m. on Tuesday, December 2nd**. Sign off removal requests must be received by 4:00 p.m. that day.

Biweekly 12, 12/1 – 12/14

The biweekly payroll close schedule for Biweekly 12 **has been** changed. This early sign off deadline is because of the early pay day for SPA & EPA employees on Tuesday, December 23rd.

- Biweekly 12 (12/1 – 12/14) will be signed off by **Payroll at 12:01 A.M. on Monday, December 15th**.
- This means that you will **not** be able to edit timecards after 11:59 p.m. on Sunday, December 14th.
- You will also not have the opportunity to sign off Biweekly 12 timecards and once applied, sign off cannot be removed. If needed, you will need to enter historical edits in Biweekly 13.

Biweekly 13, 12/15 – 12/28

The biweekly payroll close schedule for Biweekly 13 **has been** changed.

- Biweekly 13 (12/15 – 12/28) **must** be signed off by **5:00 p.m. on Monday, December 29th**. Sign off removal requests must be received by 4:00 p.m. that day.

2015 Biweekly Schedule

The biweekly payroll close schedules for Biweekly 14 and 15 and going forward have **not** been changed.

- Biweekly pay periods **must** be signed off by **5:00 p.m. on the first Tuesday after the previous pay period ends**. Sign off removal requests must be received by 4:00 p.m. that day.

EPA Applied Termination Payout Deadlines

November EPA Termination Payouts

- EPA termination payout entries in TIM for terminations occurring between November 1st and November 30th must be entered in TIM by **5:00 p.m. on Tuesday, November 18th.**

December EPA Termination Payouts

- EPA termination payout entries in TIM for terminations occurring between December 1st and December 31st must be entered in TIM by **5:00 p.m. on Monday, December 15th.**

January EPA Termination Payouts

- EPA termination payout entries in TIM for terminations occurring between January 1st and January 31st must be entered in TIM by **5:00 p.m. on Wednesday, January 21st.**

EPA Sign Off Deadlines

November EPA Sign Off

The sign off deadline for October EPA timecards has **not** been changed.

- October EPA timecards must be signed off by **5:00 p.m. on Tuesday, November 25th.** Sign off removal requests must be received by 4:00 p.m. that day.

December EPA Sign Off

The sign off deadline for November EPA timecards **has been** changed.

- November EPA timecards must be signed off by **5:00 p.m. on Monday, December 22nd.** Sign off removal requests must be received by 4:00 p.m. that day.

January EPA Sign Off

The sign off deadline for December EPA timecards **has been** changed.

- December EPA timecards must be signed off by **5:00 p.m. on Friday, January 23rd.** Sign off removal requests must be received by 4:00 p.m. that day.

Employee & Manager Approval Deadlines

Employee and Manager Approval deadlines may need to be modified when the sign off deadline has been changed. This is determined by Department management and **should be communicated to your employees and managers in advance.**

TIM Sign Off & EPA Termination Payout Deadlines

SPA Pay Period	Sign Off Deadline	Sign Off Removal Deadline
Biweekly 10, 11/3 – 11/16	<u>5:00 p.m. on Monday, November 17th</u>	4:00 p.m. that day
Biweekly 11, 11/17 – 11/30	<u>5:00 p.m. on Tuesday, December 2nd</u>	4:00 p.m. that day
Biweekly 12, 12/1 – 12/14	<u>Payroll signs off at 12:01 A.M. on Monday, December 15th</u>	No sign off removal
Biweekly 13, 12/15 – 12/28	<u>5:00 p.m. on Monday, December 29th</u>	4:00 p.m. that day
2015 Biweekly Schedule	<u>5:00 p.m. on the first Tuesday after the previous pay period ends</u>	4:00 p.m. that day

EPA Termination Payouts	EPA Hours Extracted from TIM
November	<u>5:00 p.m. on Tuesday, November 18th</u>
December	<u>5:00 p.m. on Monday, December 15th</u>
January	<u>5:00 p.m. on Wednesday, January 21st</u>

EPA Pay Period	Sign Off Deadline	Sign Off Removal Deadline
October EPA Timecards	<u>5:00 p.m. on Tuesday, November 25th</u>	4:00 p.m. that day
November EPA Timecards	<u>5:00 p.m. on Monday, December 22nd</u>	4:00 p.m. that day
December EPA Timecards	<u>5:00 p.m. on Friday, January 23rd</u>	4:00 p.m. that day