



Timekeeper Notice Dec 22 2020

1 message

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Hello Timekeepers,

It is almost our last day working before break!

Remember your timecard submission is due **Wednesday, December 23, 2020 (12/23/2020) before 5 pm**. Please make sure you enter time for temps, subs, late leave, and supplemental pays. **Timecard approval should be completed on the pay period end date, January 1, 2021 (1/1/21)**.

This week, paychecks will be dated and deposited on Thursday, December 24, 2020 (12/24/2020), since banks are closed on Friday, December 25, 2020 (12/25/2020). Check mailing is also going a day early so checks are still mailed out two days ahead of the check date. Please remind employees there may be a delay in receiving their checks due to the holidays and to allow additional time for the postal service to make delivery.

The payroll support staff will not be working during the break so any emails or late time will be handled when we are back on duty on January 4, 2021 (1/1/2021).

Thank you for all your hard work this calendar year and Happy Holidays!

*Wilma Marks
Supervisor Operations and Procedures
Payroll Services
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Strategic, Input, Consistency, Connectedness, Relator

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