

11/24/2009

December Payroll Dates for Bi-Weekly Employees

2nd Bi-weekly: 11/28 - 12/11; Employee approve 12/10; Manager approve 12/11;
Paydate 12/18.

3rd Bi-weekly: 12/12 - 12/25; Employee ESTIMATE time and approve 12/14; Manager
approve 12/15; Paydate 12/31

If you take time off or plan to take time off, make sure that all time off is on the timecard. Once your timecard is approved by your manager and by payroll, you will not be able to add or delete any time on your timecard. If this is necessary, and only if it is necessary, the old paper leave request must be completed.