

To: Employees Receiving Bi-Weekly Pay

Date: November 30, 2015

Re: University Observed Holidays and December/January Pay Schedule

University Holidays

During the 2015 Christmas season, the University will observe the following days as holidays:

December 24- 25, 2015 and December 28, 2015 - January 1, 2016

Pay Schedule in December and January

The University's administrative offices will be closed during the above listed dates; therefore, modifications have made to the scheduled January 1st bi-weekly pay. ***The January 1st pay will be paid in advance on December 23rd.*** In order to accommodate the change, the weeks being paid on this payroll have been adjusted. The pay schedule for December 2015 and January 2016 is as follows:

December 18, 2015

- Regular Pay Day
- Pay for hours worked between November 28, 2015 and December 11, 2015

December 23, 2015

- Replaces the January 1st pay day on the bi weekly schedule
- Pay for actual hours worked December 12 - December 18, 2015 ***and 5 days of advanced holiday pay for the week of December 28 – January 1 (for employees eligible to receive holiday pay).***

January 15, 2016

- Regular Pay Day
- Pay for actual hours worked December 19 –January 8 ***and 2 more days of holiday pay (December 24 - December 25)***
- ***Web time users please note: The timesheet for this pay period will not be available for time entry until after we return from Christmas Break. Hours are not due to be confirmed until the following Monday on Jan. 11th, so there is plenty of time to make your entries.***

January 29, 2016

- Regular Pay Day
- Pay for hours worked between January 9 and January 22, 2016

See the calendar explaining details listed above. All employees should note that with the advancement of the January 1st pay to December 23rd, the time period between December 23rd and the next scheduled payroll on January 15th is over three weeks, yet will represent pay for two work weeks. Employees are encouraged to plan and budget accordingly. If you have questions regarding this, please contact Payroll Services at 631-7575.