Eligible Regular Full Time and Part Time Nonexempt Hourly Staff Employees
(not including Temporary Employees or Students)

2017 University Observed Holidays and December/January Pay Schedule

University Holidays
During the 2017 Christmas season, the University will observe the following holidays:

December 22, 25-29, 2017 and January 1, 2018

**All Holiday hours for the week of Dec. 25, 2017 – Dec. 29, 2017 need to be entered with the absence code of HOL in the week of Dec. 11 – Dec. 15, 2017 in order for holiday time to be paid on Dec. 21.**

Pay Schedules in December and January
The University’s administrative offices will be closed during the above listed dates; therefore, modifications will be made to the Holiday pay dates. **The normal bi-weekly December 29 pay will be paid in advance on December 21.** The pay schedule for December 2017 and January 2018 is as follows:

**Pay Period 12/9 to 12/15 paid on 12/21 (One Week Pay Period)**
- One week pay period, but includes two weeks (80 hours) of pay
- Enter all hours worked as normal on exact work dates
- Enter 40 hours of Holiday on 12/11 to 12/15
- All work and Holiday hours must be approved and confirmed by 9:00 am on Monday morning 12/22/17

**Pay Period 12/16/17 to 1/5/18 paid on 1/12/18 (Three Week Pay Period)**
- Three week pay period, but only includes two weeks (80 hours) of pay
- Enter all hours worked as normal on exact work dates
- Enter Holiday on 12/22/17 and 1/1/18
- DO NOT enter Holiday on 12/25 to 12/29
- All hours must be approved and confirmed by 9:00 am on Monday morning 1/8/18
- **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.**

Please contact Payroll Services at 631-7575 or email ultratime@nd.edu with questions.