

Important Payroll dates for December 2019

Payroll Due	Dec 3
Last day to change direct deposit accounts	Dec 8
** Please let Payroll know immediately if you close or make any changes to your account. <u>If you close your account after this date, you may not receive your check on payday.</u>	
Paychecks available for viewing in Employee Access	Dec 18
** Strongly recommended	
Payday - Last day for adjustments on December paychecks (by noon)	Dec 20
Payroll Department closed for Winter Recess	Dec 23-Jan 1

True Time Deadlines for Pay Period 11/4/19 – 12/1/19

Employee Final Submittal:	12/4
First Approval:	12/6
Final Approval:	12/10

Winter Recess

<u>School Holiday</u>	<u>Date of Holiday</u>
YRE, 242, 245 contracts	Dec 23 - Jan 1
<i>*245-day employees are on contract Dec 27, 30, 31</i>	
Traditional, 206 contracts	Dec 23 – Jan 3

As per DP 335(B): Employees who have not been approved by Human Resources for using a personal day before and after a holiday may be docked (certified \$116 or classified 40% of their daily rate).

Please refer to policy for further clarification.