

Holiday Payroll Submissions

Due to the holiday period when the college will be closed from Dec. 24 through Jan. 1, payroll for the Dec. 31st paycheck will be processed on Dec. 21. This will require early submission of PT hours and early approval by supervisors. These paychecks will be mailed on Dec. 30th. Please consider enrolling in direct deposit as an alternative to paper checks.

Please follow these guidelines:

To all part time staff using the employee portal to record hours worked: It is imperative that you enter all hours worked for the 2 week pay period beginning December 6th through December 19th no later than December 19th. All supervisors must approve PT staff hours on the portal by 10 a.m. on Monday, December 21st.

To all supervisors who approve part time employee hours (for the pay period Dec. 6 through Dec. 19):

- For those part time hours submitted through the portal, it is imperative that you approve hours no later than 10 a.m. on Monday, December 21st.
- For those part time hours that require manual time sheets, approved manual sheets must be dropped off to the payroll department no later than 9 a.m. on Monday, December 21st.

Please use the secure drop off slot outside the accounting window in AD 128.

We greatly appreciate your cooperation.

Please call the payroll department at ext. 3260, 3261 or 3262 if you have any questions.

Calendar Year 2016 Changes:

Please be aware that in 2016 the college will again have 26 bi-weekly pay periods, so you will notice a change in your net pay as a result.

Also, any changes in your health care premiums that take effect on January 1, 2016, will also be reflected in your first and subsequent pays of 2016.