Hi Everyone,

In preparation to our Year-end, here are critical information that you will need to communicate to everyone in your department using Kronos. Particularly the last pays scheduled around the holiday closure, December 17th and 20th.

**BIWEEKLY** payroll:

<table>
<thead>
<tr>
<th>Biweekly Payroll</th>
<th>Dates</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PP#26-2018</td>
<td>Dec 2-15</td>
<td>Managers and Supervisors approve timecards. <strong>Deadline:</strong> December 17th by 10am.</td>
</tr>
<tr>
<td>PP#01-2019</td>
<td>Dec 16-29, Dec 16, 17, 18, 19</td>
<td>Managers and Supervisors review and correct timecards. Approve hours for Dec 16-19. <strong>Deadline:</strong> December 20th by 10am. <strong>Payroll:</strong> DO NOT signoff Partial upload/pay</td>
</tr>
<tr>
<td></td>
<td>Dec 20 - 29</td>
<td><strong>Timesheet(s) required</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Managers and Supervisors forecast hours for Dec 20-29. <strong>Biweekly timesheets must be in our office by Noon on Friday, December 14th, 2018.</strong></td>
</tr>
</tbody>
</table>
Dec 20-29 hours will be manually keyed in by Payroll

**Reminder:** Inform Payroll if your employees will continue to log in/out of Kronos during Dec 20-29. Managers and Supervisors review and correct timecards. Approve hours for Dec 20-29.

**Deadline:** January 8th by 10am.

**Payroll:** sign-off

**Note:** Dec 20-29 hours will not be uploaded in HRIS, for Kronos record keeping only.

| PP#02-2019 | Dec 30- Jan 12 | Managers and Supervisors approve timecards.  
**Deadline:** January 14th by 10am. |

**MONTHLY** payroll:

| Dec 2-15 | Managers and Supervisors approve timecards.  
**Deadline:** December 17th by 10am. |
| **Dec 16-29** | **Timesheet(s) required**  
Managers and Supervisors forecast hours for period Dec 16-29.  
*Monthly timesheets must be in our office by Noon on Monday, December 10th.*  
Dec 16-29 hours will be manually keyed in by Payroll. |

Please share this e-mail with anyone in your office that will need to be aware of the steps to be taken and deadlines as listed above.

For further payroll assistance, please do not hesitate to contact me.

Thank you for your assistance and Best Wishes for the Holiday Season.