Hi Everyone,

This is to remind you of the pay close dates for December 2018.

**MONTHLY** payroll: pay forms for payments to be issued in the December pay (up to including December 31st) **must be in our office by Noon on Monday, December 10th.** Once HRIS records for this pay are locked, no further payments and account adjustments for 2018 will be processed. Any pay forms received after this date will be processed in January 2019.

Pay forms for payments to be issued in the **January 2019** pay (up to and including January 31st) **must be in our office by Noon on Friday, January 11th.**

Please be advised, the **ABSENCE TRACKER** must be updated for 2018 not later than December 14th in order to meet deadlines.

**BIWEEKLY** payroll: including all biweekly paid Work-Study students;

**Pay Period 25,** paying November 18th, up to and including December 1st, pay **forms must be in our office by Noon on Thursday, November 29th, 2018.**

**Pay Period 26,** paying December 2nd, up to and including December 15th, pay **forms must be in our office by Noon on Tuesday, December 11th, 2018.**

**Pay Period 1,** paying December 16th, up to and including December 29th, pay **forms must be in our office by Noon on Friday, December 14th, 2018.**

**Pay Period 2,** paying December 30th, up to and including January 12th, 2019, pay **forms must be in our office by Noon on Thursday, January 10th, 2019.**

Any time sheets received after the deadlines will be processed in the following pay period. The deadline for **off cycle** pay requests **must be received not later than 11am on Wednesday, December 19th.**
Please share this e-mail with anyone in your office that will need to be aware of the advanced deadlines, especially all of your work study supervisors and students. Please contact me directly if you have any questions/concerns.

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