# 2019 December Holiday and Shutdown Calendar

## Students

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Time Sheet Deadline</th>
<th>Pay Date</th>
</tr>
</thead>
</table>
| 12/02/19-12/15/19 | WTE – Student Approval 12/16/19 (by Noon)  
                            Supervisor Approval 12/17/19 (by Noon). | 01/03/20 (Friday) |
| 12/16/18-12/29/19 | WTE - Students 01/02/20 (Thursday) by Noon  
                            - Supervisors 01/02/20 (Thu) by 4:30PM | 01/10/20 (Friday) |

## Non-Exempt Staff

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Time Sheet Deadline/ Pink Sheet</th>
<th>Pay Date</th>
</tr>
</thead>
</table>
| 12/9/19-12/15/19 | Temps (Paper Time Sheets) and WTE – Staff NOT working on the weekend.  
                            12/13/19 (Friday by Noon)  
                            WTE – Campus Safety, Physical Plant or others WORKING on the weekend  
                            12/16/19 (Monday by 9:00 am NO EXCEPTIONS)  
                            - Supervisor approval by 9:30 am  
                            Adjustments will be paid on 1/10/20 | 12/19/19 (Thursday) |
| 12/16/19-12/22/19 | Temps (Paper Time Sheets) and WTE**  
                            12/16/19 (Staff: 10:00 am, Supervisors 11:00 am)  
                            Project hours for 12/16-12/22/19. | 12/20/19 (Friday) |
| 12/23/19-12/29/19 | Paper time sheets required for EVERYONE  
                            By Thursday 12/19/19 by Noon  
                            Project hours for 12/23-12/29/19.  
                            Shutdown for 12/23 (Regular on time sheet)  
                            Holiday for 12/24 and 12/25  
                            Shutdown 12/26-12/29 (Regular on time sheet)  
                            Adjustments will be paid on 1/10/20 | 01/03/20 (Friday) |
| 12/30/19 – 01/05/20 | Shutdown 12/30-12/31/19 (Regular on time sheet)  
                            Holiday for 01/01/20  
                            Adjustments Due: Submit via paper time sheet | 01/10/20 (Friday) |

**If you or your supervisor are unable to electronically submit/approve time in WebAdvisor by the deadlines above, an approved paper time sheet must be submitted to payroll by the deadline provided.**

## Exempt Staff

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Paperwork Deadline/Pink Sheet</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/01-12/31/19</td>
<td>12/06/19 (Friday)</td>
<td>12/23/19 (Monday)</td>
</tr>
</tbody>
</table>