

2019 December Holiday and Shutdown Calendar

Students

Pay Period	Time Sheet Deadline	Pay Date
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

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

Exempt Staff

Pay Period	Paperwork Deadline/Pink Sheet	Pay Date
12/01-12/31/19	12/06/19 (Friday)	12/23/19 (Monday)