

Helpful Hints!

IMPORTANT PAYROLL INFORMATION

The deadline for submitting timecards will continue to be the Monday morning after a pay period ends by **8:30 am**. Holidays will accelerate the due date for timecards. In the future, Human Resources will communicate to employees any revised due dates.

Want to turn in your timecard early?? You may drop off your signed timecard at the end of your shift on the last Friday of a pay period.

Human Resources will provide a schedule of pay period dates, timecard due dates and pay dates to all employees.

Timecards must be signed by both the employee and the supervisor. Timecards will not be processed unless both signatures are present.

IF YOU HAVE MORE THAN ONE JOB ON CAMPUS, PLEASE INFORM HUMAN RESOURCES FOR EACH ADDITIONAL POSITION AS SOON AS POSSIBLE.
