

To: Full-Time Faculty
Exempt Staff
Non-Exempt Staff
Student Senate

From: Jake Emery, Controller

RE: 2023 Christmas Break Accounts Payable and Payroll Deadlines

Date: December 5, 2023

Accounts Payable Deadlines:

The Business Office must receive payment requests by **noon on Monday, December 18, 2022** for payments due the following week or over break. Checks will be available after 9 a.m. on Thursday, December 21, 2022. There will be no checks cut over Christmas break. Please plan ahead so invoices are paid on time.

For the week following holiday break, payment requests will be due by **noon on Tuesday, January 2, 2024** for payments to be issued after 9 a.m. on Friday, January 5, 2024. We will return to normal processing the following week.

Payroll Deadlines:

Non-Exempt Timesheets for the pay period **December 3 through December 16** must be submitted by employees by **10:00 am on Friday, December 15** and supervisors must approve these timesheets by **3:30 pm on Friday, December 15**. Direct deposits for this pay period will settle on December 22. If you receive a physical paycheck, please contact Melanie Smith, Payroll Coordinator if you wish to have your paycheck mailed to you over break.

Non-Exempt Timesheets for the period **December 17 through December 30** must be submitted by **10:00 a.m. on Tuesday, January 2**. Supervisors must approve timesheets for this pay period by **3:30 p.m. on Tuesday, January 2**. Direct deposits for this pay period will settle on January 5. Timesheets for this pay period may also be submitted and approved before the holiday break that begins on December 22 if the employee is not expected to work over the holiday break.