This is notification of early deadlines for Time and Pay necessitated by the holidays in November, December, and January, and State of Kansas payroll file receipt deadlines. The HR/Pay calendar has been updated reflecting accelerated deadlines for Personnel Action Forms (PAFs) and for Time and Absence Approvals. humanresources.drupal.ku.edu/hrpay-calendar

We will be communicating with employees and supervisors in November so the information is more current for them. Supervisor biweekly emails will provide reminders for the applicable pay periods. We strongly encourage hourly timesheet employees to enter their hours at the end of each work week at a minimum, especially during this accelerated period of time.

Key Points & Dates:

   a. Time and Labor and Absence approvals by supervisors or delegates are due Noon Monday 11/23/15
   b. Time Admin will start at Noon, Monday 11/23 and as soon as it is completed, we will be going straight to payroll processing.
   c. Payroll will not be able to process the 1st supplement
      i. Late time approvals and absence adjustments will not be paid for at least a week after the regular pay date.
   d. Payroll will process the payroll adjustment off cycle as usual.
   e. 2nd supplement will occur and will include absence and time adjustments (including late approvals).
   f. Holiday: 11/11/2015 University is Open

   a. Time and Labor and Absence approvals by supervisors or delegates are due 5:00 p.m. Monday 12/7/15 (no change)
   b. No impact to University clients or change in scheduled processing.

3. Pay period 12/6/15-12/19/15 (paid 12/31/15)
   a. Time and Labor and Absence approvals by supervisors or delegates are due Noon Monday 12/21/15
   b. Time Admin will start at Noon, Monday 12/21 and as soon as it is completed, we will be going straight to payroll processing.
   c. Payroll will not be able to process the 1st supplement.
      i. Late time approvals and absence adjustments will not be paid for at least a week after the regular pay date.
   d. Payroll will not be able to process a payroll adjustment off cycle.
   e. 2nd supplement will occur and will include absence and time adjustments (including late approvals).
   f. 3rd paycheck of the month, no UPS accruals, no GHI/FSA deductions taken

4. Pay period 12/20/15-1/2/16 (paid 1/15/16)
   a. Time and Labor and Absence approvals by supervisors or delegates are due 5:00 p.m. Monday 1/4/16 (no change)
   b. No impact to University clients or change in scheduled processing.

5. Pay period 1/3/16-1/16/16 (paid 1/29/16)
   a. Time and Labor and Absence approvals by supervisors or delegates are due 5 p.m. Tuesday 1/19/16
   b. Payroll will process all off cycles as usual.

6. Pay period 1/17/16-1/30/16 (paid 2/12/16)
   a. Time and Labor and Absence approvals by supervisors or delegates are due 5 p.m. Monday 2/1/16
   b. Payroll will process all off cycles as usual.
   c. Holiday: 1/18/16

7. All dates subject to change if deadlines are modified by the State of Kansas

8. Additional Reference Materials
   a. How to Report Time Worked on the Holiday [click here]
   b. Guide to Eligibility and Reporting of Holidays (includes rules and varying work schedule information) [click here]
   c. HR/Pay Resources [click here]
   d. List of 2015 and 2016 Holidays [click here]
e. **Discretionary Day** 2015 must be used by 12/19/2015; 2016 Dates 12/20/2015-12/31/2016

Thank you,
Human Resource Management - HR/Pay Team hrpay@ku.edu
10/22/15