

Deadlines for Time and Absence necessitated by holidays in November, December and January and by the State of Kansas (SOKS) payroll file receipt deadlines.

The [HR/Pay calendar](https://humanresources.drupal.ku.edu/hrpay-calendar) has been updated reflecting accelerated deadlines for Time and Absence approvals.

Supervisor biweekly emails will provide deadlines and reminders for the applicable pay periods. Hourly timesheet employees are to enter their hours at the end of each work week at a minimum, especially during this accelerated period of time.

Key Points & Dates:

1. Pay period 10/20/19 - 11/2/19 (paid 11/15/19)
 - a. Time and Absence approvals by supervisors or delegates are due **5:00 p.m. Monday 11/4/19.**
 - b. There will be the 1st off cycle 11/6/19 – confirmation end of work day 11/6/19 as files are due day earlier.
 - c. Adjustment file as normal.
 - d. 2nd supplemental as normal.
2. Pay period 11/3/19 - 11/16/19 (paid 11/27/19 Wednesday due to Holiday)
 - a. Time and Absence approvals by supervisors or delegates are due **5:00 p.m. Monday 11/18/19.**
 - b. There will be the 1st off cycle 11/20/19 - confirmation end of work day 11/20/19 as files are due day earlier.
 - c. Adjustment file as normal.
 - d. 2nd supplemental will be 11/26/19 (day earlier)
 - e. Holiday: [11/11/19 University is Open](#)
3. Pay period 11/17/19 – 11/30/19 (paid 12/13/19)
 - a. Time and Absence approvals by supervisors or delegates are due **5:00 p.m. Monday 12/2/19.**
 - b. No change in scheduled processing.
 - c. Holidays: [11/28/19 and 11/29/19](#)
4. Pay period 12/1/19-12/14/19 (paid 12/27/19)
 - a. Time and Absence approvals by supervisors or delegates are due **5:00 p.m. Monday 12/16/19.**
 - b. 1st off cycle processing (early processing 12/18/19); this cycle will be the last file to be included in Calendar Year 2019.
 - c. There will not be an adjustment off cycle due to the calendar year SOKS deadlines.
 - d. There will not be 2nd supplement.
5. Pay period 12/15/19-12/28/19 (paid 1/10/20)
 - a. Time and Absence approvals by supervisors or delegates are due **Noon Monday 12/30/19.**
 - b. The only Time Administration process run on Monday 12/30/19 is at 4:00 a.m. In order to meet the deadline, we will start the payroll calculation process promptly at Noon.
 - c. 1st off cycle as normal on Thursday 1/2/20.
 - d. Other off cycles will be processed as usual.
 - e. Payroll office is closed on 12/24/19.
 - f. Holiday: [12/25/19](#)

6. Pay period 12/29/19-1/11/20 (paid 1/24/20)
 - a. Time and Absence approvals by supervisors or delegates are due **5:00 p.m. Monday 1/13/20.**
 - b. All off cycles will be processed as usual.
 - c. Holiday: [1/1/20](#)

7. Pay period 1/12/20-1/25/20 (paid 2/7/20)
 - a. Time and Absence approvals by supervisors or delegates are due **5:00 p.m. Monday 1/27/20.**
 - b. All off cycles will be processed as usual.
 - c. Holiday: [1/20/20](#)

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

9. Discretionary Day
 - a. Calendar Year 2019 - Last day to use is 12/28/19.
 - b. Calendar Year 2020 – Valid for dates 12/29/19 through 12/26/20.
 - i. Discretionary Day balance for 2020 will be displayed in HR/Pay after 1/11/20 but employees may request and be paid for as of 12/29/19.

10. 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 2019 and 2020 Holidays ([click here](#))