Date: November 07, 2017

To: Departmental Personnel Responsible for Biweekly Payroll

From: Peggy Scott-Haynes, Payroll Supervisor

Re: Biweekly Payroll Schedule for Thanksgiving Day

The Thanksgiving holiday observance (Thursday, November 23rd & Friday, November 24th) will impact biweekly payroll processing for pay period ending November 18, 2017.

Due to the holiday observance the biweekly pay date will be Wednesday, November 22, 2017. The earlier pay date will require alterations to the deadlines associated with this payroll.

The departmental schedules for submitting Time Cards and Adjusting Payroll Payments will be as follows:

**Adjust a Payroll Payment**

Must be submitted no later than **12:00PM, Wednesday, November 15, 2017**

**Time Cards**

Must be received no later than (6054 S. Drexel Ave, 1st Floor) **12:00 PM, Thursday, November 16, 2017**

**UChicagoTime**

Time must be entered and approved by 9:00AM on Sunday, November 19, 2017.

Thank you for your cooperation and efforts.