Date: October 31, 2017  

To: Departmental Personnel Responsible for Biweekly Payroll  

From: Peggy Scott-Haynes, Payroll Supervisor  

Re: Biweekly Payroll Schedule for Veterans Day  

Due to the Veterans Day holiday, the payday currently scheduled for Friday, November 10, will be moved to Thursday, November 9. There is some concern that some banks may elect to observe Veterans Day on Friday, rather than Saturday, November 11. To ensure all employees have access to their pay by November 10, we have elected to move payday to Thursday, November 9.

To accommodate the early payday, we must advance the deadlines for pay period ending November 4, 2017. Below are the departmental schedules for submitting Time Cards and Biweekly Payroll Adjustments Forms.

**Adjust a Payroll Payment**

Must be submitted no later than **10:00AM, Thursday, November 2, 2017**

**Time Cards**

Must be received no later than (6054 S. Drexel Ave, 1st Floor) **10:00 AM, Friday, November 3, 2017**

**UChicagoTime**

Time must be entered and approved by 12:00pm (noon) on Monday, November 6, 2017.

**Please Note: Veterans Day is NOT a recognized University holiday. The University of Chicago will remain open to all Staff, Faculty, and Students on Friday, November 10th.**

Thank you for your cooperation and efforts.