

Review and submit time sheets by Nov. 25.

To::
University Employees
Names and titles:

Financial Services Office

Date::
November 20, 2020

Here are some important reminders regarding the Payroll deadlines for the upcoming Thanksgiving Holiday.

Payroll Processing Schedule for Pay Period Ending November 29, 2020:

All payment requests must be approved and submitted by 5 p.m. on Wednesday, November 25, 2020, to guarantee that employees will be paid on pay date December 4, 2020.

Time Sheets must be submitted and approved no later than 5:00 pm on Wednesday, November 25, 2020, to guarantee that employees will be paid on pay date December 4, 2020.

- For more information, please refer to the **[Payroll Processing Calendar for Time Sheet](#)**^[1].

Holiday time has been populated for November 26 and 27 for all active and eligible employees. This time must be reviewed.

To ensure that all employees (this includes all Exception employees) are paid correctly, it is the responsibility of the Time Reporter to ensure the holiday time has the correct hours per day. Employees who are not taking holiday time should delete these hours from the timesheet. An Exception employee who should not be paid for this time must add unpaid leave. These hours must be reviewed by the Time Approvers, or the employee may be at risk of getting overpaid or underpaid.

If you have questions, please contact Customer Service at (520) 621-9097 or email your question to: **payroll@fso.arizona.edu** ^[2]

Source URL:<https://uaatwork.arizona.edu/node/46415>

Links

[1] http://www.fso.arizona.edu/sites/default/files/2020-04/2020_2021_Payroll_Calendar.xlsx [2] <mailto:payroll@fso.arizona.edu>