



Memorandum

TO: All VSU Faculty, Staff and Student Employees
FROM: Payroll Department
DATE: August 31, 2009
RE: **Payroll Due Date Reminder**

We had a very successful ADP biweekly and monthly payroll for August! Thank you and kudos for your hard work, cooperation and patience during this transition!

This is just a reminder that all biweekly timecard approvals for the pay period 8/22/09 – 9/4/09 are still due by **Monday, September 7th at 9am** even though the Labor Day Holiday falls on this day. Please take the necessary steps to ensure your employee timecards are approved by the deadline.

Also, all lump sum compensation forms for students are due to the payroll office by Friday, September 4th at 3pm. The payroll submission deadline is set by ADP and cannot be altered because of the Labor Day Holiday so this action is necessary.

If one of your employees did not receive a paycheck for the 8/28/09 payday please do one of the following:

- 1) Send a memo that includes the employee's name, ADP employee ID number, hours worked, pay rate, account that should be charged and the reason the employee did not get paid to the payroll office. This memo must be signed by the supervisor and these hours will be included with the 9/11/09 paycheck if received by Friday, September 4th at 3pm.
- 2) Manually add these hours to the **current pay period** in eTime. If you decide on this option please send an email to jkflint@valdosta.edu for documentation purposes. Also, please be sure the hours per week do not total more than 40 so the student does not receive overtime pay.

We thank you for your continued patience and cooperation. If you have any questions please contact payroll@valdosta.edu or (229) 333-5708.