

**ADP/ Biweekly Payroll Deadline**

We truly appreciate your continued hard work, cooperation and patience during the transition to ADP for Payroll.

This is just a reminder that all biweekly timecard approvals for the pay period 9/19/2009 – 10/2/2009 are due by **Monday, October 5<sup>th</sup> at 9am**. Please take the necessary steps to ensure all employee timecards are approved by the deadline.

A timecard without approval will result in the employee not getting paid until the next payroll cycle.

If you have any questions or continue to have problems accessing your employees please contact [payroll@valdosta.edu](mailto:payroll@valdosta.edu) or (229) 333-5708. Please be sure to share this with those that do not have access to email, including your student employees as they will not receive this information through a listserv.