

Memorandum

TO: All VSU Faculty, Staff and Student Employees

FROM: Payroll Department

DATE: November 10, 2009

RE: **November & December Payroll Schedule**

The University's closing for the holiday season has necessitated a few changes in payroll processing. Please make note of the following changes and share with other employees that do not have access to email. The holiday payroll schedule and timecard due dates are listed below.

Valdosta State University Holiday Payroll Schedule November to December 2009			
Pay Period	Due date for Timecards and/or Extra Comp forms	Pay Date	Special Note
November Monthly	Tue, Nov 17, 2009 at 5:30pm	11/30/2009	Early due date for timecards
Dec 3 rd Biweekly – Staff & Student Assistants Pay Period December 12 – 25	Thu, Dec 17, 2009 at 9:00 am	12/31/2009	Projection Required for 12/17 – 12/25 Early due date for timecards
Dec 3 rd Biweekly – Work Study	Work Study students are not allowed to work after December 12 per policy	Last payday will be 12/18/2009	
December Part-Time and 10 Month Faculty	Fri, Dec 4, 2009 at 3pm	12/15/2009	Early due date for timecards
December 12 Month Faculty, Monthly Staff & GA's	Fri, Dec 11, 2009 at 3pm	12/31/2009	Early due date for timecards

In an effort to get everyone paid on time before the holidays commence, we must postpone action until the next payroll on any changes received after the above dates. We will resume a normal payroll schedule in January.

We appreciate your cooperation and wish everyone a happy holiday! If you have any questions, please contact the Payroll department at 333-5708 or payroll@valdosta.edu. A calendar listing all of the above December dates is available on the Financial Services website.