

# Memorandum

TO: All VSU Faculty, Staff and Student Employees

FROM: Payroll Department

DATE: May 19, 2009

RE: **Summer Payroll Schedule**

June payroll deadlines have changed to accommodate the conversion to the Shared Services ADP HR/Payroll system.

<b>Valdosta State University Summer Payroll Schedule June 2009</b>			
Pay Period	Due Date for Timesheets and/or Comp Forms	Pay Date	Special Note
June 1 <sup>st</sup> Biweekly (Pay Period May 16 – May 29)	Mon, June 1, 2009 at 9:00am (No Change)	6/5/2009	
June 2 <sup>nd</sup> Biweekly (Pay Period May 30 – Jun 12)	Mon, June 8, 2009 at 9:00am	6/19/2009	<b>Projection Required for June 8-12</b>
June 3 <sup>rd</sup> Biweekly (Pay Period Jun 13 – Jun 26)	Mon, June 15, 2009 at 9:00am	6/30/2009 Early Payday	<b>Projection Required for June 13-26</b>
June 2 <sup>nd</sup> Work Study (Pay Period May 30 – Jun 5)	Mon, June 8, 2009 at 9:00am	6/19/2009	<b>Projection Not Allowed</b>
June 3 <sup>rd</sup> Work Study (Pay Period Jun 6 – Jun 12)	Mon, June 15, 2009 at 9:00am	6/30/2009 Early Payday	<b>Projection Not Allowed</b>
July 1 <sup>st</sup> Work Study (Pay Period Jun 13 – Jul 10)	Electronic Timesheets	7/17/2009	
June Monthly & Summer Faculty	Extra Comp Forms Due Fri, June 12, 2009 at 3:00pm	6/30/2009	

Due to the scheduling requirements, no HR/Payroll system activity can occur on campus from June 19<sup>th</sup> through July 20<sup>th</sup>. The Payroll Office and Human Resources Department will be unable to process any transactions during this time.

Specific transactions that will not be available during the conversion follow:

- Late timesheets or other forms must be processed in mid-July
- Payroll checks can not be processed
- Benefit changes can not be processed
- Hiring can not occur
- Leave changes can not be reconciled

We anticipate normal activity will resume in mid-July.

Thank you for your patience and cooperation during this conversion. Please share this with those in your areas that do not have access to email.

If you have any questions please contact the Payroll Office at (229) 333-5708.