

Memorandum

TO: All VSU Faculty, Staff and Student Employees
 FROM: VSU Payroll Department
 DATE: November 27, 2017
 RE: **December Payroll Schedule**

Below are the December payroll deadlines for the OneUSG Connect system.

Please note the OneUSG Connect system will not be accessible during the following dates: December 7th at 5pm to December 15th at 8am and December 21st at 5pm to December 29th at 8am. Employees will not be able to access the OneUSG system during this time, including timecards and pay statements, so please adhere to all established deadlines to avoid pay issues.

Biweekly Payroll Changes:

Biweekly Staff & Students December Payroll Schedule				
Pay Period	Due date for Approvals	Pay Date	Employees	Important Information
Dec 1 st Biweekly 11/19/17 - 12/2/17	Fri, Dec 1, 2017 by 5:00pm	12/8/2017	Biweekly Staff, Students & Work-Study	Absence requests & payable time approvals
Dec 2 nd Biweekly 12/3/17 - 12/16/17	**EARLY DEADLINE** Wed, Dec 6, 2017 by 9:00am	12/22/2017	Biweekly Staff & Students	Projection Required for 12/6 – 12/16 *Work-study cannot project hours
Jan 1 st Biweekly 12/17/17 - 12/29/17		1/5/2018	Biweekly Staff & Students	VSU campus is closed for this entire pay period, absence requests will need to be submitted for the mandatory leave days 12/18 – 12/22 and the holiday payable time hours for 12/25 – 12/29 will need to be approved.
Please note that this includes two pay periods; projections are required for December 6 th – December 29 th . All payable time and absence approvals for this timeframe are due on Wednesday, December 6th by 9am.				

Monthly Payroll Changes:

Monthly Staff & Faculty December Payroll Schedule				
Pay Period	Due date for Approvals	Pay Date	Employees	Important Information
December Monthly 12/1/17 - 12/31/17	**EARLY DEADLINE** Wed, Dec 6, 2017 by 9:00 am	12/29/2017	Monthly Staff & 12-Month Faculty	Employees must submit absence requests for the mandatory leave days 12/18 - 12/22
			10-Month Faculty	No action needed for the mandatory leave days or holidays
			Part-Time Faculty & Graduate Assistants	ACA hour approvals are due 12/6/17 by 9am; no action needed for the mandatory leave days or holidays

Thank you for your cooperation in meeting these deadlines and we wish everyone Happy Holidays!

Normal business hours will resume on Tuesday, January 2, 2018.

VSU Payroll Department