

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 Approve Time Cards • 5PM Deadline for Time Card Approval for Dec. 12th pay • Deadline for FT absence/leave entries for Dec. 12th pay	3	4	5 Submit Time Cards
8	9 • Deadline for Employees to accept/eSign contracts to be paid on Dec. 23rd	10	11 Payslip Visible	12 Pay Date Submit Time Cards Deadlines for: • Employees to submit their Time Card for Dec. 23rd pay • PT absence/leaves entries for Dec. 23rd pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Dec. 23rd pay
15	16 Approve Time Cards • 5PM Deadline for Time Card Approval for Dec. 23rd pay • Deadline for FT absence/leave entries for Dec. 23rd pay	17	18	19 Submit Time Cards
22	23 Payslip Visible Pay Date • Deadline for Employees to accept/eSign contracts to be paid on Jan. 9th	24 Campus Closure	25 Christmas Day Campus Closure	26 Boxing Day Submit Time Cards Deadlines for: • Employees to submit their Time Card for Jan. 9th pay • PT absence/leaves entries for Jan. 9th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Jan. 9th pay Campus Closure
29 Campus Closure	30 Approve Time Cards • 5PM Deadline for Time Card Approval for Jan. 9th pay • Deadline for FT absence/leave entries for Jan. 9th pay Campus Closure	31 New Years Eve Campus Closure	1 New Years Day Campus Closure	2 Campus Closure