

2023 Finance and Finance Center Winter Break Processing Deadlines

UPDATED

Accelerated Winter Break Deadlines

Task	Form/Location	Date
All PASF for Bi-Weekly & Monthly HRMS	General Request HR/Payroll eForm PASE , if authorized for direct entry	Friday, December 8
All MYLS and Wage Transfers	MYLS eForm , Wage Transfer eForm	Wednesday, December 20
All Corrections, Journals, Transfers	Corrections and Journal eForm	Friday, December 15
All PCard transactions	PCard eForm	Monday, December 11
All AP Entry	Payment Request eForm	Monday, December 11
AP Pickup checks cut***	7 Lebanon St, 302	Wednesday, December 20

***Any checks at 7 Lebanon St, 302 after 3:00pm on Wednesday, December 20th will be mailed to the address shown on the check

Accelerated Biweekly Payroll Winter Break Deadlines

Task	Responsible Person	Date
Record all hours for 12/17 -12/30	All Biweekly Non-Union Employees	Wednesday, December 20, 11:59pm
Time Detail Report Run	Finance Center	Thursday, December 21, 7:00am
Corrections and Approval Complete	Biweekly Non-Union Supervisors	Thursday, December 21, 11:00am
Finance Center Approval Complete	Finance Center (Non-Union)	Thursday, December 21, 4:00pm
Weekly Union Approval Complete	Union Payroll Supervisors	Sunday, December 31, 9:00am
Finance Center Approval Complete	Finance Center	Sunday, December 31, 4:00pm

Accelerated Student Payroll Winter Break Deadlines

Task	Responsible Person	Date
Record all hours for 12/10-12/23	All Student Employees	Wednesday, December 20, 11:59pm
Corrections and Approval Complete	Student Supervisors	Thursday, December 21, 11:00am
Finance Center Approval Complete	Finance Center	Thursday, December 21, 4:00pm

Recording Time for Winter Break 2023:

For Employee pay period ending December 30, 2023

All Regular Benefited Non-Exempt employees will need to:

Record Holiday Pay "Hol" for December 25th and December 26th

Record "Other Lost Time" for December 22nd

Record "Winter Brk" for December 27th, 28th, and 29th*

*If you work any Winter Break days, you should record your hours as normal.

For Employee pay period ending January 13th, 2024

Record the Holiday Pay "Hol" for January 1st, 2024

+ X	Fri 12/22	Other Lost ...	7.5
+ X	Sat 12/23		
+ X	Sun 12/24		
+ X	Mon 12/25	Hol	7.5
+ X	Tue 12/26	Hol	7.5
+ X	Wed 12/27	Winter Brk	7.5
+ X	Thu 12/28	Winter Brk	7.5
+ X	Fri 12/29	Winter Brk	7.5
+ X	Sat 12/30		

PCard Sweep Dates

PCard Transactions for the week of:	Sweep Date
December 3, 2023 (expectation to have these allocated before Winter Break)	Friday, January 5, 2024
December 10, 17, and 24, 2023	Friday, January 12, 2024