Accelerated Thanksgiving Deadlines

Task	Deadline
All PCard transactions on the PCard eForms for Sweeping Nov 20 (Nov 27 Sweep date has been moved to Dec 4)	Monday, November 16
All Payment Request eForms	Tuesday, November 17
Last AP Run: print/mail/ACH, Check pickup at the Finance, 7 Lebanon Street, Suite 302	Wednesday, November 25
All deposits made through Cashier's Office	Wednesday, November 25, 12:00pm

There is no need to accelerate payroll for the Thanksgiving Holiday.

👉Biweekly Employee Timecard Reporting

For Pay Period November 15 – 28th, Record HOL for Thursday, November 26th and Friday, November 27th.



2026 Finance and Finance Center Winter Break Processing Deadlines

Accelerated Winter Break Deadlines

Task	Form/Location	Date
End of Year Purchases – e.g. end of year discounts on equipment, etc.	Purchase Request eForm, or Agiloft Contracts	Monday, December 7
All PASF for Bi-Weekly & Monthly HRMS	General Request HR/Payroll eForm PASF, if authorized for direct entry	Friday, December 4th and 15th Monthly
All MYLS and Wage Transfers	MYLS eForm, Wage Transfer eForm	Friday, December 18
All Corrections, Journals, Transfers	Corrections and Journal eForm	Friday, December 18
All PCard transactions	PCard eForm	Monday, December 7
All AP Entry	Payment Request eForm	Monday, December 7
AP Pickup checks cut***	7 Lebanon St, 302	Tuesday, December 22
All deposits made through Cashier's Office	Miscellaneous Receipt	Friday, December 18, 12:00pm

****Any checks at 7 Lebanon St, 302 after 3:00pm on Tuesday, December 22nd will be mailed to the address shown on the check*

Accelerated Biweekly Payroll Winter Break Deadlines

Task	Responsible Person	Date
Record all hours for 12/13 -12/26	All Biweekly Non-Union Employees	Monday, December 21, 4:00pm
Time Detail Report Run	Finance Center	Tuesday, December 22, 7:00am
Corrections and Approval Complete	Biweekly Non-Union Supervisors	Tuesday, December 22, 11:00am
Finance Center Approval Complete	Finance Center (Non-Union)	Tuesday, December 22, 4:00pm
Weekly Union Approval Complete	Union Payroll Supervisors	Sunday, December 27, 9:00am
Finance Center Approval Complete	Finance Center	Sunday, December 27, 4:00pm

Recording Time for Winter Break 2026

For Employee pay period December 13 - 26, 2026:

All Regular Benefited Non-Exempt employees will need to:
Record "**Winter Brk**" for **December 23rd***
Record Holiday Pay "**Hol**" for **December 24th and December 25th**

+	⊖	Wed 12/23	Winter Brk	7.50
+	⊖	Thu 12/24	Hol	7.50
+	⊖	Fri 12/25	Hol	7.50

+	⊖	Mon 12/28	Winter Brk	7.50
+	⊖	Tue 12/29	Winter Brk	7.50
+	⊖	Wed 12/30	Winter Brk	7.50
+	⊖	Thu 12/31	Winter Brk	7.50
+	⊖	Fri 1/01	Hol	7.50

For Employee pay period Dec 27, 2026 - Jan 9, 2027:

Record "**Winter Brk**" for **December 28th, 29th, 30th, and 31st***
Record the Holiday Pay "**Hol**" for **January 1st, 2027**
*If you work any Winter Break days, you should record your hours as normal.