

November 27, 2006

Memorandum

TO: Vice Presidents and Vice Provosts
Chancellors
Deans
Department Chairs and Directors

FROM: Pamala T. Cope
Director of Payroll

SUBJECT: December 31, 2006 Payroll

The December 31, 2006 statements of electronic deposit and paychecks will be distributed on Wednesday, December 20, beginning at 8:00 a.m. Please notify all employees of this scheduled distribution date. December 20 will be the last scheduled work day due to the Governor's declaration of the Christmas Eve holiday. This distribution date will allow the Payroll Department time to resolve any questions concerning payroll prior to the beginning of the holidays.

Due to the electronic submission of attendance data in the ITAMS system, the December 31, 2006 payroll will pay two weeks for all hourly employees. Please remind all employees paid on an hourly basis that the December 31, 2006 paycheck will include payment for two weeks, the weeks ending December 2 and December 9, 2006.

We ask your assistance in sharing this information with your faculty, staff, and student employees. If you have any questions regarding this matter, please contact our office at 7-4227.

Thank you for your assistance in this matter.