

2009-2010 Holiday Season
Payroll Deadlines and Important Dates

Date	Event	Notes
Friday, October 30, 2009	Pay Day	Regular Paydate. Time & Leave is due by Monday, November 2, 2009 at 12:00pm (noon) Remember to release Control Sheets in GUS if applicable
Wednesday, November 11, 2009	Veteran's Day	<i>State Holiday but classes are in session at PSU</i> Unclassified- exempt bi-weekly employees that do not accumulate leave (i.e. vacation) do not receive additional compensation. This includes Faculty. Classified exempt & non-exempt and Unclassified non-exempt Hourly employees Earn additional compensation for working this day. Exempt Bi-weekly employees now also earn comp time *****In addition***** to the HDC/HDE code use: HCP-- Comp Time Earned system will calculate hours at 1.5 for each hour entered HDP-- Pay for hours worked. The system will calculate rate at 1.5 for each hour entered HCF--Comp Time Earned- Exempt, Bi-Weekly employees at the rate 1.0 for each hour entered Please reference attached sample Timesheets.
Wednesday, November 11, 2009	Time & Leave Access	Time & Leave entry screens will be available for early deadline.
Friday, November 13, 2009	Pay Day	Early Deadline because of Thanksgiving Holiday Time and Leave entry is due by 4:30 p.m. Remember to release Control Sheets in GUS if applicable
Tuesday, November 24, 2009	Time & Leave Access	Time and Leave screens will be available for early deadline.
Wednesday, November 25, 2009	Pay Day	Pay Day early to accommodate the Thanksgiving Holiday
Thursday, November 26, 2009 and Friday, November 27, 2009	Thanksgiving Holiday	Official State of Kansas Holidays observed Thursday and Friday
Monday, November 30, 2009	Processing	Time & Leave entry is due by 12:00 p.m. (Noon) upon return from Holiday break
Wednesday, December 9, 2009	Time & Leave Access	Time & Leave entry screen will be available for early deadline.
Friday, December 11, 2009	Pay Day	Regularly scheduled pay day. Time & Leave entry is due by 4:00 p.m. This is for the LAST paydate of 2009 Remember to release Control Sheets in GUS if applicable
Tuesday, December 22, 2009	Time & Leave Access	Time & Leave entry Screens will be available to accommodate Winter Break. NO TIME & LEAVE ENTRIES WILL BE PROCESSED FOR THE REGULAR JANUARY 9, 2010 PAYDATE ENTERED AFTER 9:00 A.M. on DECEMBER 28, 2009
Wednesday, December 23, 2009 to Friday, January 1, 2010	Winter Break	University closing for Winter Break after 4:30 P.M. Wednesday, December 23, 2009 with return to work on Monday, January 4, 2010.
Thursday, December 24, 2009	Pay Day	Pay Day early to accommodate the Christmas Holiday.
Friday, December 25, 2009	Christmas Holiday	Official State of Kansas Holiday observed Friday
Monday, December 28, 2009	Processing	FINAL Time&Leave entry 9:00 a.m.** NO Entries or adjustments can be accepted after this time. Please make arrangements with your back-up timekeeper to be sure your department's time and leave is entered.
Friday, January 1, 2010	New Year's Day Holiday	Official State of Kansas Holiday observed Friday
Wednesday, January 6, 2010	Time & Leave Access	Time and Leave screens will be available for early deadline.
Friday, January 8, 2010	Pay Day	First Pay Date of 2010. T&L due by 4:30 pm to accommodate Martin Luther King Holiday.
Monday, January 18, 2010	Holiday	Official State of Kansas Holiday for Martin Luther King Day Regular schedule resumes for 2010