

Payroll Due Dates for December 2011

Due to the University closure over the Christmas Holiday periods, it will be necessary to have all payroll changes to the Payroll Office earlier than usual. Important payroll dates are as follows:

CONTACT PERSON	PAYROLL TYPE	PAY PERIOD	TIME SHEETS DISBURSED (THROUGH CAMPUS MAIL)	TIME SHEETS AND *PAPERWORK DUE IN PAYROLL	CHECK DISBURSEMENT
Felicia Gibson fegibson@ulm.edu Ext. 3400	Bi-Weekly	11/26-12/09/11	12/05/11	12/09/11	12/16/11
		12/10-12/23/11	12/05/11	12/16/11	12/30/11
Nicole Walker nwalker@ulm.edu Ext. 1040	PAYROLL TYPE	PAY PERIOD	GA/GWS TIMESHEETS DUE	*PAPERWORK DUE IN PAYROLL	CHECK DISBURSEMENT
	GA	11/28-12/12/11	12/07/11	12/07/11	12/12/11
	Student	December 2011	REFER TO STUDENT PAY SCHEDULE		
Rebecca Taylor rtaylor@ulm.edu Ext. 5142	PAY TYPE	PAY PERIOD	LEAVE REPORTS DUE TO PAYROLL	*PAPERWORK DUE IN PAYROLL	CHECK DISBURSEMENT
	9 Month	December 2011	** November & December 12/02/11	12/02/11	12/12/11
	12 Month	December 2011	** November <u>Only</u> 12/07/11	12/07/11	Direct Deposit 12/30/11

* @Paperwork@ refers to Payroll Action Forms, Payroll Vouchers, deduction changes, tax changes, and any other changes that should be reflected on the indicated payroll.

** Please note that both November and December 2011 Unclassified Monthly Leave Reports for 9-month faculty will be due in the Payroll Office on Friday, December 2, 2011. Leave Reports for 12-month unclassified staff will be due in the Payroll Office as normally scheduled: November is due 12/07/11 and December is due 01/09/12.

Please route any changes to the Budget Office and Grants & Contracts in sufficient time to arrive in the Payroll Office by the Paperwork Due Dates listed above. Payroll Vouchers, Payroll Action Forms, and Student Time Sheets received after these deadlines will be processed in January 2012. Normal check distribution procedures will apply to all payrolls distributed through December 16, 2011. **No checks will be released early.** Student paychecks will be issued from the ULM branch of La Capitol Federal Credit Union to individual students with picture identification through December 16, 2011.

For the December 30, 2011 bi-weekly payroll and 12-month payroll, **employees without direct deposit** need to provide the Payroll Office with a self-addressed stamped envelope so checks can be mailed. If a self-addressed stamped envelope is not provided, **checks will be available in the front lobby of Coenen Hall on Friday, December 30, 2011 between 9:00 and 11:00 a.m. Picture ID is needed for check pickup.**