

To All Employees:

For your convenience, the link below will take you directly to Payroll due dates for the months of November and December 2011:

<http://www.ulm.edu/controller/payroll/2011XmasPayrollDeadlines.pdf>

ULM offices will close for the Christmas and New Year Holidays at 11:30 a.m. December 16, 2011 and will open at 7:30 a.m. January 3, 2012. **All bi-weekly and 12-month employees are required to claim leave for December 26-29, 2011 and January 2, 2012 for the Christmas Holidays** unless you are a 12-Month Unclassified compensatory time exempt employee. Any employees who do not have enough compensatory or annual leave to cover these days will be charged leave without pay in **January 2012 and February 2012 (12-Month employees for January 2nd)**.

Payroll must be notified if any employee will be working mandatory leave days. Departments with multiple employees working should submit an approved memo accompanied by an alphabetic listing that includes **each employee's name, CWID, date(s), and number of hours scheduled during this time period**. Employees not included on a departmental listing should submit the same information on an individual basis (*must have approved memo or Prior Approval signed by supervisor or Department Head*). *Notifications should be attached to bi-weekly timesheets or 12-month leave reports and submitted as follows:*

PAY TYPE	MHL DATES	PAY DATE	NOTICE DUE TO PAYROLL
BI-WEEKLY	12/27/11-01/02/12	JAN 13, 2012	JAN 5, 2012
12-MONTH	12/27-12/30/11	JAN 31, 2012	JAN 9, 2012
12-MONTH	01/02/12	FEB 29, 2012	FEB 7, 2012

Any notifications turned in after the stated deadlines will be reflected on the next check stub. Anyone who is charged leave for hours worked or who does not work as anticipated should note any discrepancies clearly on the Bi-Weekly Time Sheet or Unclassified Monthly Leave Report.

Department Heads, please be sure that your employees who do not have access to email receive a copy of this.