

November 9, 2004

TO: Payroll Processors

FROM: Sue Elliott, Manager, Payroll Services

RE: Important UMCP Payroll Information Concerning the Upcoming Holidays

The upcoming holidays create a unique situation for those of us that do payroll. Listed below is information about distribution dates for both journals and paychecks. Nothing has changed from the originally published 2004 calendar but please pay special attention to the dates and times payroll will be open over the week of 12/27-31. As is always the case, but especially around the Thanksgiving and Christmas holidays, please return your journals to Payroll as soon as possible on the date they are due or earlier if possible. We have not changed your deadlines but have considerably shortened our own internal deadlines to meet the Central Payroll Bureau's holiday deadlines.

*This is an excellent time to remind your employees that if they submit a correctly completed direct deposit form by **Friday, November 19th** then their check of 12/30 will be direct deposited.*

Payroll will be open on Tuesday, December 28, 2004 from noon to 4:00 p.m. and Thursday, December 30, 2004 from 9:00 a.m. to 11:00 a.m.

Journals:

1. Journals for PP14 will be ready for pick-up from Payroll from noon to 4:00 p.m. on Tuesday, December 28th and Thursday, December 30th from 9:00-11:00 a.m.
2. Journals are due back to Payroll by Monday, January 3rd as soon as possible but no later than 5:00 p.m.
3. Pay basis reports for salaried employees will be included in with the PP14 journals; the printing of hourly pay basis reports remains your responsibility. The hourly pay basis adjustments reports (if applicable) will be in with your journals or paychecks.

Paychecks for PP 13:

1. Pay period 13 paychecks will be dated 12/30/04.
REMEMBER: *You cannot give out a paycheck before the date that is printed on the check.*
2. Those departments that regularly pick-up paychecks early can do so on Tuesday, December 28th between 3:00-4:00 p.m.
3. All other departments are to pick-up paychecks on Thursday, December 30th between 9:00 a.m. and 11:00 a.m. After 11:00 on the 30th Payroll will not be open again until Monday, January 3, 2005 at 8:00 a.m.
4. Payroll will not give out individual checks; it is the responsibility of each Department to make arrangements with their employees for the disbursement of 12/30 paychecks.

Do not hesitate to call me at x53708 or payroll Services at x55665 with any questions.

Have a Safe & Happy Holiday Season