

To: All Timekeepers/ Processors
From: Payroll Services
Date: May 31, 2016
Subject: Fourth of July Payroll Processing Schedule

Due to the Fourth of July holiday on Monday, July 4, 2016, deadlines for payroll forms will be as follows for the period June 19 through July 2, 2016 (BW14).

Please be sure that all web time approvers have a designated PROXY set up.

- **Status Form Due to Human Resources** Thursday, 6/23/16 at Noon
- **EPAF Submissions** Thursday, 6/23/16 at Noon
- **Deduction Forms** Wednesday, 6/29/16 at Noon
- **Time Cards Sent to the Dept.** Wednesday, 6/29/16 at 9:00am
- **Time Cards due to Payroll** Friday, 7/1/16 at Noon
- **Electronic Time Submission** Monday, 7/4/16 at Noon
- **Web Time Entry Approval** Tuesday, 7/5/16 at 10:00am

HAVE A SAFE AND HAPPY FOURTH OF JULY!



For instructions on how to set up a proxy, please visit:
<https://www.mtu.edu/hr/supervisors-admins/payroll/docs/web-time-approver.pdf>