Additional information regarding BW26 and BW27 payrolls

Time Entry

Due to the early deadlines for inputting hours, employees will be required to estimate actual hours worked.

If after payroll processes, the estimated hours do not reflect actual hours worked, a paper time sheet reflecting the actual hours will need to be completed, signed by the employee and supervisor and submitted to payroll for adjustments to be made in the next payroll run. Paper time sheets are located on the Forms page of the payroll website: http://www.hccfl.edu/payroll

Full time (non-faculty) employees should use “Holiday Pay” for 12/22, 12/23 and 12/24.

Full time Faculty do not need to adjust time sheets for 12/22, 12/23 and 12/24.

New Payroll Processing Schedule

A new Payroll Bi-Weekly Schedule has been added to the Pay Date Schedule page of the Payroll website. This schedule provides multiple deadline and processing dates for Web Time Entry, Human Resources and Payroll.