From: Payroll
Sent: Friday, December 05, 2014 3:06 PM
To: HCC Community
Subject: *** Important Reminder from Payroll for pay period ending 12/10/14 time reporting and payroll processing

As indicated in an earlier email, the payroll department will be processing two payrolls in December on a compressed schedule.

It is vital that everyone understand the cutoff dates and time for both time entry and supervisor approval.

**Time Reporting and Payroll processing Schedule for BW26**

The following are Web Time Entry and pay date schedule changes that apply to pay period BW26: 11/27/14 to 12/10/14 and BW27: 12/11/14 to 12/24/14. Due to the reduction in payroll review and processing time, Web Time Entry deadlines will be strictly adhered to for these pay periods.

For pay period BW26, that encompasses the dates 11/27/14 to 12/10/14:

**Employees** must complete their web time entry by **1:00pm on Monday, Dec 8th** (12/08/14).

**Supervisors** must approve their employee’s time by **1:00 pm on Tuesday, Dec 9th** (12/09/14).

**All Payroll forms**, including Faculty Leave and Substitute pay, W-4’s and Direct Deposit Authorization, must be **received in payroll by 12:00 pm on Monday, Dec 8th** (12/08/14) for processing in this pay period.

Friday, December 12th is the pay date for direct deposit payments. Checks to employees without direct deposit will be mailed to the employees’ home address on this date.

A separate reminder email will be sent for pay period BW27 later next week.

For additional information please view the following document before contacting payroll staff. **12/01/2014 - Additional information for BW26 and BW27 Payrolls**

If you have any additional questions, please contact the payroll department. Contact information on the home page of the Payroll website [http://www.hccfl.edu/payroll](http://www.hccfl.edu/payroll).

This email will be posted on the Notices page of the payroll website.

Thank you in advance for your cooperation and understanding.

We want to ensure that everyone gets paid accurately and on time, and your compliance will help us meet these goals.