



University
of Windsor

Budgets and Financial Services

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www.uwindsor.ca/finance

MEMORANDUM- PLEASE CIRCULATE

TO: Deans, Directors, Academic and Administrative Department Heads
CC: Human Resources
FROM: Rachel McRae, Procurement Manager, Budgets & Financial Services Dept.
DATE: November 23, 2018
SUBJECT: **DECEMBER PAYROLL SCHEDULE**

Due to the limited time available to process payrolls during the month of December, we request your co-operation in adhering to the following schedule.

(A) Student Payroll

- Pay Ending **December 2, 2018**
 - Time sheet submission no later than **NOVEMBER 30, 2018**
 - Processed **December 5, 2018**
 - Cheque dated **December 7, 2018**

- Pay Ending **December 16, 2018**
 - Time sheet submission no later than **December 14, 2018**
 - Processed **December 17, 2018**
 - Cheque dated **December 21, 2018**

- Pay Ending **December 30, 2018**
 - Time sheet submission no later than **December 19, 2018**
 - Processed **DECEMBER 20, 2018**
 - Cheque dated **January 4, 2019**

Note: Information received **after December 19, 2018** will be processed on the **January 16, 2019** payroll with actual payment to be issued on **January 18, 2019**. Manual cheques **will not** be issued.

(B) Semi-Monthly Payroll

- Pay Ending **December 15, 2018**
 - Processed **December 10, 2018**
 - Cheque date **December 14, 2018**

- Pay Ending **December 31, 2018**
 - Processed **December 17, 2018**
 - Cheque date **December 31, 2018**

Note: Information received **after December 14, 2018** will be processed on the **January 9, 2019** payroll with actual payment to be issued on **January 15, 2019**. Manual cheques **will not** be issued.

(C) All Bi-Weekly Payroll

- Pay Ending **December 2, 2018**
 - Time sheet submission no later than **NOVEMBER 30, 2018**
 - Processed **December 4, 2018**
 - Cheque dated **December 6, 2018**



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Pay Ending **December 16, 2018** - Time sheet submission no later than **December 14, 2018**
- Processed **December 17, 2018**
- Cheque dated **December 20, 2018**

Pay Ending **December 30, 2018** - Time sheet submission no later than **December 18, 2018**
- Processed **DECEMBER 19, 2018**
- Cheque dated **January 3, 2019**

Note: Information received **after December 18, 2018** will be processed on the **January 15, 2019** payroll with actual payment to be issued on **January 17, 2019**. Manual cheques **will not** be issued.

**Departments who project hours for employees will assume responsibility for possible overpayments. Payroll adjustment forms are available on the payroll web site for corrections.*