



LindaSue Smith  
Payroll Department  
Finance Section  
630.840.2992  
630.840.3322 fax  
lsmith@fnal.gov

### **Nov. & Dec. 2013 Fermi Time & Labor Processing Schedule**

Due to where the November and December holidays fall, the following changes to the normal processing schedule are required. Other than specific weeks noted below, timecards are to follow a normal schedule.

#### **Normal Schedule**

- Employees submit their timecard by 10 a.m. each Monday.
- Supervisors have all timecards approved by noon each Monday.
- Payroll will sign off non exempt timecards at noon & exempt timecards at 3:00 p.m.
- Once signed off, the timecard is locked for any edits.

#### **Other Information**

- Pay day for non exempt employees for each week is Friday, unless noted below.
- Pay day for exempt employees is Wed. Nov. 27 and Monday Dec. 30.
- Revisions should be e-mailed to Timecard\_Revision@fnal.gov
- Payroll will be closed on the half holidays of Dec. 24 and Dec. 31.
- Vacation use cut off for Nov. is Nov 17 for exempt and Nov 24 for non exempt
- Vacation use cut off for Dec. is Dec 15 for exempt and Dec 22 for non exempt

#### **Week of Nov 18-24**

- Employees submit their timecard by 10 a.m. Friday Nov. 22.
- Supervisors have all timecards approved by noon Friday Nov. 22.
- Payroll will sign off at noon (non exempt) and 3 p.m. (exempt) on Friday Nov. 22.
- Pay day for non exempt employees for this week will be Wed. Nov. 27.

#### **Week of Dec 16-22**

- Employees submit their timecard by 10 a.m. Thursday Dec. 19.
- Supervisors have all timecards approved by noon Thursday Dec. 19.
- Payroll will sign off at noon (non exempt) and 3 p.m. (exempt) on Thursday Dec. 19.

#### **Week of Dec 23-29**

- Employees submit their timecard by 10 a.m. Friday Dec. 27.
- Supervisors have all timecards approved by noon Friday Dec. 27.
- Payroll will sign off at noon (non exempt) and 3 p.m. (exempt) on Friday Dec. 27.

For the weeks Dec. 16-22 and Dec. 23-29, if the timecard can be completed and approved before the required date it would be appreciated however it is not mandatory.

For questions please contact: LindaSue x2992, Meghan Czamanske x5806 or Payroll x3046