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Nov. & Dec. 2011 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 4:00 p.m.
- Once signed off, the timecard is locked for any edits.
- Pay day for non exempt employees for each week is Friday.
- Pay day for exempt employees is last working day of the month (Nov. 30 & Dec. 30).
- Revisions should be e-mailed to Timecard_Revision@fnal.gov

Week of Nov 14 – 20

- Employees submit their timecard by 10 a.m. Friday Nov. 18.
- Supervisors have all timecards approved by noon Friday Nov. 18.
- Payroll will sign off at noon (non exempt) and 4 p.m.(exempt) on Friday Nov. 18.
- Pay day for non exempt employees for this week will be Wed. Nov. 23.

Week of Dec 12 – 18

- Pay day for non exempt employees for this week will remain as Friday Dec. 23.
- Please note that Dec. 23 is a half holiday for Fermilab. Payroll Dept. will be open until Noon.

Week of Dec 19 - 25

- Employees submit their timecard by 9 a.m. Thursday Dec. 22.
- Supervisors have all timecards approved by 10 a.m. Thursday Dec. 22.
- Payroll will sign off at 10 a.m. (non exempt) and 4 p.m. (exempt) on Thursday Dec. 22.
- Pay day for non exempt employees for this week will be Friday Dec. 30.
- Pay day for exempt employees for month of December will be Friday Dec. 30.
- Please note that Dec. 30 is a half holiday for Fermilab. Payroll Dept. will be open until Noon.

For the weeks Dec. 12- 18 and Dec. 19 – 25, 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

(Memo continued on other side)

NON EXEMPT EMPLOYEES

How to report the Half Holiday for Christmas Eve & New Years Eve

Fermilab will observe the half holidays on Dec. 23 & Dec. 30

For all Non Exempt employees that work on the half holiday:

- You must enter the work rule **HALF HOLIDAY** in the Transfer column when reporting hours worked on the half holiday. This is necessary whether you work the normal 4 hours or if you work more than 4 hours. See example below.
- If you will be off the entire day as half holiday and half vacation or float holiday then you do not need to use the work rule transfer of Half Holiday.

Save		Actions	Punch	Amount	Accruals	Comment	Approvals	Reports
		Date	Pay Code	Amount	In	Transfer	Out	
x	↕	Mon 12/20						
x	↕	Tue 12/21						
x	↕	Wed 12/22						
x	↕	Thu 12/23	Holiday - Weekly	4.0				
x	↕	Thu 12/23			8:00	;Half Holiday Weekly	12:00	

Reminder for holiday entries:

For Full-time employees, Exempt and Non Exempt, the lab holiday will default on your timecard with appropriate hours in purple text.

For Part-time employees the lab holiday will default on your timecard with zero hours in purple text. If you are entitled to the holiday, insert a row for that day, select Holiday in the Pay Code column and enter your hours in the amount column.