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2014 Float Holiday

As in previous years, the 2014 Float Holiday will not be available for use on your January 2014 timecards. You will be able to select and use it beginning Feb. 1, 2014. If you plan on using your 2014 float holiday in January 2014 please e-mail the Payroll Manager at lsmith@fnal.gov before you complete your timecard and the hours will be manually set up for your use on the timecard.

2014 TIMECARD DUE DATES

All employees are to complete timecards every Monday by 10 a.m.
 All supervisors should have approvals completed every Monday by noon.
 If timecards can be completed by the proceeding Friday, it's appreciated but not mandatory.

Exceptions for 2014:

- Martin Luther King day (Monday) - timecard due Tuesday Jan. 21, 2014
- Memorial Day (Monday) - timecard due Tuesday May 27, 2014
- Labor Day (Monday) - timecard due Tuesday Sept. 2, 2014
- Thanksgiving / Christmas - memos will be issued in Nov. 2014

2014 CUT OFF DATES FOR VACATION USE

For those employees close to their maximum for vacation balances.
 Time must be taken by the date below to reduce your balance for that month.

For Exempt / Monthly employees the dates are the third Sunday of each month.
 For Non Exempt / Weekly employees the dates are the Sunday before the last Friday of the month.

Month	Monthly / Exempt	Weekly / NonExempt
Jan-14	January 19, 2014	January 26, 2014
Feb-14	February 16, 2014	February 23, 2014
Mar-14	March 16, 2014	March 23, 2014
Apr-14	April 20, 2014	April 20, 2014
May-14	May 18, 2014	May 25, 2014
Jun-14	June 15, 2014	June 22, 2014
Jul-14	July 20, 2014	July 20, 2014
Aug-14	August 17, 2014	August 24, 2014
Sep-14	September 21, 2014	September 21, 2014
Oct-14	October 19, 2014	October 26, 2014
Nov-14	November 16, 2014	November 23, 2014
Dec-14	December 21, 2014	December 21, 2014