Memorandum

To: Temple University Department Heads and Kronos Timekeepers
From: Lisa Carrasquillo
   Assistant Director, Payroll Management
Date: November 10, 2017
Subject: Advance Payroll Schedules

As a result of the upcoming holidays, Thanksgiving, and Winter Break, a revised payroll schedule will be implemented for all University payrolls. In order to ensure all employees are paid, please note changes as there will be no exceptions to the deadlines.

### BIWEEKLY PAYROLL SCHEDULE:

<table>
<thead>
<tr>
<th></th>
<th>Schedule B1 24</th>
<th>Schedule B1 25</th>
<th>Schedule B1 26</th>
<th>Schedule B1 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Forms Deadline</td>
<td>Monday, November 27, 2017 by 12 Noon</td>
<td>Monday, December 11, 2017 by 12 Noon</td>
<td>No manual payroll forms will be accepted</td>
<td>Monday, January 8, 2018 by 12 Noon</td>
</tr>
<tr>
<td>Kronos Approval/Signoff Deadline</td>
<td>KRONOS Signoff Monday, November 27, 2017 by 2pm</td>
<td>KRONOS Signoff Monday, December 11, 2017 by 2pm</td>
<td>KRONOS timecard review Friday, December 22, 2017 by 5pm**</td>
<td>KRONOS Signoff Monday, January 8, 2018 by 2pm</td>
</tr>
<tr>
<td>Days in Pay Period</td>
<td>Saturday, November 11, 2017 through Friday, November 24, 2017</td>
<td>Saturday, November 25, 2017 through Friday, December 8, 2017</td>
<td>Saturday, December 9, 2017 through Friday, December 22, 2017</td>
<td>Saturday, December 23, 2017 through Friday, January 5, 2018</td>
</tr>
<tr>
<td>Check Date</td>
<td>Friday, December 1, 2017</td>
<td>Friday, December 15, 2017</td>
<td>Friday, December 29, 2017</td>
<td>Friday, January 12, 2018</td>
</tr>
</tbody>
</table>

- Continue to reconcile all time card activity and approve overtime as appropriate.
- **Payroll Management will perform the final signoff on Saturday, December 23rd at 10am. (This will lock all timecards from further edits)**
MONTHLY PAYROLL SCHEDULE:

<table>
<thead>
<tr>
<th></th>
<th>Schedule M1 11</th>
<th>Schedule M1 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Forms Deadline</td>
<td>Friday, November 10, 2017 by 5pm</td>
<td>Monday, December 4, 2017 by 12pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note – Change in Deadline Date</strong></td>
</tr>
<tr>
<td>Days in Pay Period</td>
<td>Wednesday, November 1, 2017 to Thursday, November 30, 2017</td>
<td>Friday, December 1, 2017 to Sunday, December 31, 2017</td>
</tr>
<tr>
<td>Check Date</td>
<td>Thursday, November 30, 2017</td>
<td>Friday, December 22, 2017</td>
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**Philadelphia City Wage Tax Refund Requests:**
Refund requests, which should be for **business travel only**, are due on Monday, December 4, 2017. We will not guarantee the processing of any requests received after this date.

Should you have any questions, please contact Payroll Management at (215) 926-2244.

**HAVE A HAPPY HOLIDAY!**