

To: All Temple University Employees

From: Nancy L. Hinchcliff  
Asst VP of Payroll Management

Subject: YEAR END HOLIDAY ADVANCE PAYROLL

As a result of the Christmas and New Years Day Holidays occurring on Monday, December 25, 2006, Tuesday, December 26, 2006, and Monday, January 1, 2007, an advance payroll schedule will be implemented for the following University payrolls:

**WEEKLY-SALARIED PAYROLL SCHEDULE:**

	<b>Week(s) Ending</b>	<b>Days Included in Pay Period</b>	<b>Payday – Check Date</b>
<b>2 WKS BEFORE CHRISTMAS</b>	Friday December 15, 2006	December 9 to December 15, 2006	Friday December 15, 2006
<b>1WK BEFORE CHRISTMAS</b>	Friday December 22, 2006 <b>AND</b> Friday December 29, 2006	December 16 to December 22, 2006 <b>AND</b> December 23 to December 29, 2006	Thursday December 21, 2006  (2 paychecks issued for 2 weeks of pay.) <b>NO PAYCHECK WEEK OF CHRISTMAS. UNIVERSITY HOLIDAY.</b>
<b>WK AFTER CHRISTMAS</b>	Friday January 5, 2007	December 30 to January 5, 2007	Friday January 5, 2007

**WEEKLY-HOURLY PAYROLL SCHEDULE:**

	<b>Week Ending</b>	<b>Days Included in Pay Period</b>	<b>Payday – Check Date</b>
<b>2 WKS BEFORE CHRISTMAS</b>	Sunday December 10, 2006	December 4 to December 10, 2006	Thursday December 14, 2006
<b>1WK BEFORE CHRISTMAS</b>	Sunday December 17, 2006 <b>AND</b> December 24, 2006	December 11 to December 17, 2006 <b>AND</b> December 18 to December 24, 2006	Thursday December 21, 2006  (2 paychecks issued for 2 weeks of pay) <b>NO PAYCHECK WEEK OF CHRISTMAS. UNIVERSITY HOLIDAY.</b>
<b>WK AFTER CHRISTMAS</b>	Sunday, December 31, 2006	December 25 to December 31, 2006	Thursday January 4, 2006

**BIWEEKLY-SALARY PAYROLL SCHEDULE:**

	<b>Two Weeks Ending</b>	<b>Days Included in Pay Period</b>	<b>Payday – Check Date</b>
<b>2 WKS BEFORE CHRISTMAS</b>	Friday December 8, 2006	November 25 to December 8, 2006	Friday December 8, 2006
<b>WK BEFORE CHRISTMAS</b>	Friday December 22, 2006	December 9 to December 22, 2006	Thursday December 21, 2006
<b>WK AFTER CHRISTMAS</b>	Friday January 5, 2007	December 23, 2006 to January 5, 2007	Friday January 5, 2007

**BIWEEKLY-HOURLY PAYROLL SCHEDULE:**

	<b>Two Weeks Ending</b>	<b>Days Included in Pay Period</b>	<b>Payday – Check Date</b>
<b>2 WKS BEFORE CHRISTMAS</b>	Friday December 8, 2006	November 25 to December 8, 2006	Friday December 15, 2006
<b>WK BEFORE CHRISTMAS</b>	Friday December 22, 2006	December 9 to December 22, 2006	Friday December 22, 2006 (Paycheck issued 1 week in advance.) <b>NO PAYCHECK ON DECEMBER 29, 2006. UNIVERSITY HOLIDAY.</b>
<b>WK AFTER CHRISTMAS</b>	Friday January 5, 2007	December 23, 2006 to January 5, 2007	Friday January 12, 2007

**MONTHLY PAYROLL SCHEDULE:**

<b>Month Ending</b>	December 31, 2006
<b>Days Included in Pay Period</b>	December 1 to December 31, 2006
<b>Payday – Check Date</b>	Wednesday December 20, 2006

**All** monthly payroll input must be submitted to the Payroll Management Department by Tuesday, December 12, 2006 in order to be included in the December 2006 Monthly payroll.

Deadline for submitting City Wage Tax Refund Requests is Wednesday, December 6, 2006.

**OVERTIME REPORTING FOR ALL PAYROLLS: Only** include overtime that has actually been worked when submitting the payroll for an advance payroll. All overtime worked after the payroll has been submitted should be included in the next payroll. Overtime is to be paid when worked, not estimated.

**PLEASE POST THIS NOTICE IN ALL OFFICES. HAVE A HAPPY HOLIDAY!**