Fermilab

Payroll Department x3046
Mail Station 110

Please Post

October 15, 2003

To: All Employees
From: Ronald Pahl, Payroll Manager
Subject: Holiday Schedules

The Payroll Department will be closed from 12/24/03 to 01/05/04

Below is our schedule for the upcoming Holidays. We are requesting that Time/Leave Sheets be in Payroll as indicated. Please note that the December Monthly Leave Sheet should be estimated and any adjustments will be made in the January 2004 Payroll run. For weekly paid employees, adjustments received by Payroll after 9 AM on December 22nd will be processed with the **Week Ending Jan 4, 2004 payroll.**

THANKSGIVING HOLIDAY	**Due in Payroll**	
Monthly Leave Sheets	11/18/03	10 a.m.
Weekly Time Sheets – W/E 11/23	11/20/03	10 a.m.

Payday will be November 26, 2003 for all employees.

CHRISTMAS HOLIDAY	**Due in Payroll**	
Monthly Leave Sheets	12/15/03	10 a.m.
Weekly Time Sheets – W/E 12/14	12/15/03	10 a.m.
Weekly Time Sheets – W/E 12/21	12/17/03	10 a.m.
Weekly Time Sheets – W/E 12/28	12/19/03	10 a.m.
Weekly Time Sheet Revisions – W/E 12/21	**12/22/03**	**9 a.m.**
Weekly Time Sheet Revisions – W/E 12/28	**1/05/04**	**9 a.m.**

If a revision is necessary, please turn in only one per week.

Other Important Information:

- Time and Leave Sheets must be provided to Payroll in employee number sequence.
- Eligible employees should show December 25th as a full day for Holiday Pay.
- December 24th and December 31st should be shown as a half Holiday and a half day worked/ Vacation/ 2003 Floating Holiday (if still available)/ Sick Leave etc.
- Payday will be December 23, 2003 for monthly employees.
- Week ending 12/21 will be paid to weekly employees on 12/23/03.
- Week ending 12/28 will be paid to weekly employees on 1/2/04.
- All Time/Leave Sheet revisions must have the word "**Revision**" written in **red** as well as the proper signature authorizations.
- **December adjustments/Revisions for monthly employees will be processed in January of 2004.**
- **Adjustments/Revisions for w/e 12/21 must be in Payroll by 9 AM on December 22nd for payment to be made on 1/2/04.**

Any questions should be directed to the Payroll Department on extension 3046.