

November 19 to 23, 2018

Mon	Tue	Wed	Thu	Fri
19 Work Day BW 24 pay period 11/04/18 to 11/17/18, Department timesheet approvers should approve payroll by 3PM TODAY . Super users have until 5:00 p.m. TODAY .	20 Work Day	21 Work Day	22 Thanksgiving Holiday For most employees, last scheduled day before holiday is 11/21/18 and next scheduled day after is 11/26/18. Must work, be in pay status, or on approved unpaid leave on both to get holiday pay. Exempt Academic and Exempt Civil Service employees do not report anything in AVSL or Webtime entry. Non-Exempt Civil Service employees use the earnings code <i>HOL – Holidays</i> .	23 Designated Holiday For most employees, last scheduled day before holiday is 11/21/18 and next scheduled day after is 11/26/18. Must work, be in pay status, or on approved unpaid leave on both to get holiday pay. Exempt Academic and Exempt Civil Service employees do not report anything in AVSL or Webtime entry. Non-Exempt Civil Service employees use the earnings code <i>HOL – Holidays</i> .

December 1 to 28, 2018

Mon	Tue	Wed	Thu	Fri
3 Work Day	4 Work Day BW 25 pay period 11/18/18 to 12/01/18, Dept timesheet approvers should approve payroll by NOON TODAY . Super users have until 5:00 p.m. TODAY .	5 Work Day	6 Work Day	7 Work Day
10 Work Day	11 Work Day	12 Work Day BW 25 Pay Date	13 Work Day	14 Work Day MN 12 Pay Day

NOTE: Employees on UNPAID FMLA leave should contact System Human Resource Services at 217-333-2600 or erhr@uillinois.edu so proper adjustments can be made to payroll.

Key: MN = Academic Professional and Faculty pay period BW = Civil Service and Hourly Bi-Weekly pay period

December 1 to 28, 2018

Mon	Tue	Wed	Thu	Fri
<p>17 Work Day</p>	<p>18 Work Day BW 26 pay period 12/02/18 to 12/15/18, Dept timesheet approvers should approve payroll by NOON TODAY. Super users have until 5:00 p.m. TODAY</p>	<p>19 Work Day</p>	<p>20 Work Day</p>	<p>21 Work Day</p>
<p>24 ½ Gift/ ½ Excused For most employees, last scheduled day before holiday is 12/21/18 and next scheduled day after is 1/2/19. Must work, be in pay status, or on approved unpaid leave on both to receive holiday pay. Exempt Academic and Exempt Civil Service employees do not report anything in AVSL or Webtime entry. Non-Exempt Civil Service employees use the earnings code <i>HGF – Holidays Gift</i></p>	<p>25 Christmas Holiday For most employees, last scheduled day before holiday is 12/21/18 and next scheduled day after is 1/2/19. Must work, be in pay status, or on approved unpaid leave on both to receive holiday pay. Exempt Academic and Exempt Civil Service employees do not report anything in AVSL or Webtime entry. Non-Exempt Civil Service employees use the earnings code <i>HOL – Holidays</i>.</p>	<p>26 Designated Holiday Exempt Academic and Exempt Civil Service (if applicable) employees do not report anything in AVSL or Webtime entry. Non-Exempt Civil Service (if applicable) employees use the earnings code <i>HOL-Holidays</i> Essential employees who must work on the Gift Day receive pay at their regular straight time hourly rate and may take their Gift Day at another time on or before 6/30/19 with departmental approval. BW 26 Pay Date</p>	<p>27 Gift Day Exempt Academic and Exempt Civil Service (if applicable) employees do not report anything in AVSL or Webtime entry. Non-Exempt Civil Service (if applicable) employees use the earnings code <i>HGF – Holidays Gift</i>. Essential employees who must work on the Gift Day receive pay at their regular straight time hourly rate and may take their Gift Day at another time on or before 6/30/19 with departmental approval.</p>	<p>28 Gift Day Exempt Academic and Exempt Civil Service (if applicable) employees do not report anything in AVSL or Webtime entry. Non-Exempt Civil Service (if applicable) employees use the earnings code <i>HGF – Holidays Gift</i>. Essential employees who must work on the Gift Day receive pay at their regular straight time hourly rate and may take their Gift Day at another time on or before 6/30/19 with departmental approval.</p>

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December 31, 2018 to January 4, 2019

Mon	Tue	Wed	Thu	Fri
<p>31 Gift Day</p> <p>For most employees, last scheduled day before holiday is 12/21/18 and next scheduled day after is 1/2/19. Must work, be in pay status, or on approved unpaid leave on both to receive holiday pay.</p> <p>Exempt Academic and Exempt Civil Service employees do not report anything in AVSL or Webtime entry.</p> <p>Non-Exempt Civil Service employees use the earnings code <i>HGF – Holidays Gift</i></p>	<p>1 Holiday</p> <p>For most employees, last scheduled day before holiday is 12/21/18 and next scheduled day after is 1/2/19. Must work, be in pay status, or on approved unpaid leave on both to receive holiday pay.</p> <p>Exempt Academic and Exempt Civil Service employees do not report anything in AVSL or Webtime entry.</p> <p>Non-Exempt Civil Service employees use the earnings code <i>HOL – Holidays</i>.</p>	<p>2 Work Day</p> <p>2018 BW 1 pay period 12/16/18 to 12/29/18. Dept timesheet approvers should approve payroll as normal by 3PM TODAY. Super users have until 5:00 p.m. TODAY.</p>	<p>3 Work Day</p>	<p>4 Work Day</p>

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