

## November 25 to 29, 2019

Mon	Tue	Wed	Thu	Fri
<b>25</b> Work Day	<b>26</b> Work Day	<b>27</b> Work Day  <b>BW 24</b> <b>Pay Date</b>	<b>28</b> <b>Thanksgiving Holiday</b>  For most employees, last scheduled day before holiday is 11/27/19 and next scheduled day after is 12/02/19. Must work, be in pay status, or on approved unpaid leave on both to get holiday pay.  <b>Exempt Academic and Exempt Civil Service</b> employees do not report anything in AVSL or Webtime entry.  <b>Non-Exempt Civil Service</b> employees use the earnings code <i>HOL – Holidays</i> .	<b>29</b> <b>Designated Holiday</b>  For most employees, last scheduled day before holiday is 11/27/19 and next scheduled day after is 12/02/19. Must work, be in pay status, or on approved unpaid leave on both to get holiday pay.  <b>Exempt Academic and Exempt Civil Service</b> employees do not report anything in AVSL or Webtime entry.  <b>Non-Exempt Civil Service</b> employees use the earnings code <i>HOL – Holidays</i> .

## December 2, 2019 to January 3, 2020

Mon	Tue	Wed	Thu	Fri
<b>2</b> Work Day	<b>3</b> Work Day  <b>BW 25 pay period</b> 11/17/19 to 11/30/19, Dept timesheet approvers should approve payroll by <b>NOON TODAY</b> . Super users have until 5:00 p.m. <b>TODAY</b> .	<b>4</b> Work Day	<b>5</b> Work Day	<b>6</b> Work Day
<b>9</b> Work Day	<b>10</b> Work Day	<b>11</b> Work Day  <b>BW 25 Pay Date</b>	<b>12</b> Work Day	<b>13</b> Work Day

**NOTE:** Employees on UNPAID FMLA leave should contact System Human Resource Services at 217-333-2600 or [erhr@uillinois.edu](mailto: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 2, 2019 to January 3, 2020

Mon	Tue	Wed	Thu	Fri
<p><b>16</b> Work Day</p> <p><b>MN 12 Pay Day</b></p>	<p><b>17</b> Work Day</p> <p><b>BW 26 pay period</b> 12/01/19 to 12/14/19, Dept timesheet approvers should approve payroll by <b>NOON TODAY</b>. Super users have until 5:00 p.m. <b>TODAY</b></p>	<p><b>18</b> Work Day</p>	<p><b>19</b> Work Day</p>	<p><b>20</b> Work Day</p>
<p><b>23</b> Work Day</p>	<p><b>24</b> <b>Day before Christmas</b> <b>½ Gift/ ½ Excused</b></p> <p>For most employees, last scheduled day before holiday is 12/23/19 and next scheduled day after is 1/2/20. Must work, be in pay status, or on approved unpaid leave on both to receive holiday pay.</p> <p><b>Exempt Academic and Exempt Civil Service</b> employees do not report anything in AVSL or Webtime entry.</p> <p><b>Non-Exempt Civil Service</b> employees use the earnings code <i>HGF – Holidays Gift</i></p> <p><b>BW 26 Pay Date</b></p>	<p><b>25</b> <b>Christmas Holiday</b></p> <p>For most employees, last scheduled day before holiday is 12/23/19 and next scheduled day after is 1/2/20. Must work, be in pay status, or on approved unpaid leave on both to receive holiday pay.</p> <p><b>Exempt Academic and Exempt Civil Service</b> employees do not report anything in AVSL or Webtime entry.</p> <p><b>Non-Exempt Civil Service</b> employees use the earnings code <i>HOL – Holidays</i>.</p>	<p><b>26</b> <b>Designated Holiday</b></p> <p><b>Exempt Academic and Exempt Civil Service (if applicable)</b> employees do not report anything in AVSL or Webtime entry.</p> <p><b>Non-Exempt Civil Service (if applicable)</b> employees use the earnings code <i>HOL- Holidays</i></p> <p>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><b>27</b> <b>Gift Day</b></p> <p><b>Exempt Academic and Exempt Civil Service (if applicable)</b> employees do not report anything in AVSL or Webtime entry.</p> <p><b>Non-Exempt Civil Service (if applicable)</b> employees use the earnings code <i>HGF – Holidays Gift</i>.</p> <p>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 2, 2019 to January 3, 2020

Mon	Tue	Wed	Thu	Fri
<p><b>30</b> <b>Gift Day</b></p> <p>For most employees, last scheduled day before holiday is 12/23/19 and next scheduled day after is 1/2/20. Must work, be in pay status, or on approved unpaid leave on both to receive holiday pay.</p> <p><b>Exempt Academic and Exempt Civil Service</b> employees do not report anything in AVSL or Webtime entry.</p> <p><b>Non-Exempt Civil Service</b> employees use the earnings code <i>HGF – Holidays Gift</i></p>	<p><b>31</b> <b>Gift Day</b></p> <p>For most employees, last scheduled day before holiday is 12/23/19 and next scheduled day after is 1/2/20. Must work, be in pay status, or on approved unpaid leave on both to receive holiday pay.</p> <p><b>Exempt Academic and Exempt Civil Service</b> employees do not report anything in AVSL or Webtime entry.</p> <p><b>Non-Exempt Civil Service</b> employees use the earnings code <i>HGF – Holidays Gift</i></p>	<p><b>1</b> <b>Holiday</b></p> <p>For most employees, last scheduled day before holiday is 12/23/19 and next scheduled day after is 1/2/20. Must work, be in pay status, or on approved unpaid leave on both to receive holiday pay.</p> <p><b>Exempt Academic and Exempt Civil Service</b> employees do not report anything in AVSL or Webtime entry.</p> <p><b>Non-Exempt Civil Service</b> employees use the earnings code <i>HOL – Holidays</i>.</p>	<p><b>2</b> Work Day</p> <p><b>BW 1 pay period</b> 12/15/19 to 12/28/19, Dept timesheet approvers should approve payroll by <b>NOON TODAY</b>. Super users have until 5:00 p.m. <b>TODAY</b></p>	<p><b>3</b> Work Day</p>

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