

November 20 to 24, 2017

Mon	Tue	Wed	Thu	Fri
<p>20 Work Day</p> <p>BW 24 pay period 11/05/17 to 11/18/17, Department timesheet approvers should approve payroll by NOON TODAY. Super users have until 5:00 p.m. TODAY.</p>	<p>21 Work Day</p>	<p>22 Work Day</p>	<p>23 Thanksgiving Holiday</p> <p>For most employees, last scheduled day before holiday is 11/22/17 and next scheduled day after is 11/27/17. Must work, be in pay status, or on approved unpaid leave on both to get 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>24 Designated Holiday</p> <p>For most employees, last scheduled day before holiday is 11/22/17 and next scheduled day after is 11/27/17. Must work, be in pay status, or on approved unpaid leave on both to get 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>

December 1 to 31, 2017

Mon	Tue	Wed	Thu	Fri
				<p>1 Work Day</p>
<p>4 Work Day</p>	<p>5 Work Day</p> <p>BW 25 pay period 11/19/17 to 12/02/17, Dept timesheet approvers should approve payroll by NOON TODAY. Super users have until 5:00 p.m. TODAY.</p>	<p>6 Work Day</p>	<p>7 Work Day</p>	<p>8 Work Day</p>

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 31, 2017

Mon	Tue	Wed	Thu	Fri
11 Work Day	12 Work Day	13 Work Day BW 25 Pay Date	14 Work Day	15 Work Day MN 12 Pay Day
18 Work Day	19 Work Day BW 26 pay period 12/03/17 to 12/16/17, Dept timesheet approvers should approve payroll by NOON TODAY . Super users have until 5:00 p.m. TODAY	20 Work Day	21 Work Day	22 Work Day
25 Christmas Holiday For most employees, last scheduled day before holiday is 12/22/17 and next scheduled day after is 1/2/18. 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> .	26 Designated Holiday For most employees, last scheduled day before holiday is 12/22/17 and next scheduled day after is 1/2/18. 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> .	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 6/30/18 with departmental approval. BW 26 Pay Date	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 6/30/18 with departmental approval.	29 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 6/30/18 with departmental approval.

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January 2 to 6, 2017

Mon	Tue	Wed	Thu	Fri
<p>1 Holiday</p> <p>For most employees, last scheduled day before holiday is 12/22/17 and next scheduled day after is 1/2/18. 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>3 Work Day</p> <p>2018 BW 1 pay period 12/17/17 to 12/30/17. Dept timesheet approvers should approve payroll as normal by NOON TODAY. Super users have until 5:00 p.m. TODAY.</p>	<p>4 Work Day</p>	<p>5 Work Day</p>

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BW = Civil Service and Hourly Bi-Weekly pay period