

November 23 to 27, 2020

Mon	Tue	Wed	Thu	Fri
<p>23 Work Day</p>	<p>24 Work Day</p>	<p>25 Work Day</p> <p>BW 24 Pay Date</p>	<p>26 Thanksgiving Holiday</p> <p>For most employees, last scheduled day before holiday is 11/25/2020 and next scheduled day after is 11/30/2020. 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>27 Designated Holiday</p> <p>For most employees, last scheduled day before holiday is 11/25/2020 and next scheduled day after is 11/30/2020. 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>

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

November 30, 2020 to December 25, 2020

Mon	Tue	Wed	Thu	Fri
30 Work Day	1 Work Day BW 25 pay period 11/15/20 to 11/28/20, Dept timesheet approvers should approve payroll by NOON TODAY . Super users have until 5:00 p.m. TODAY .	2 Work Day	3 Work Day	4 Work Day
7 Work Day	8 Work Day	9 Work Day BW 25 Pay Date	10 Work Day	11 Work Day
14 Work Day	15 Work Day BW 26 pay period 11/29/20 to 12/12/20, Dept timesheet approvers should approve payroll by NOON TODAY . Super users have until 5:00 p.m. TODAY	16 Work Day MN 12 Pay Day	17 Work Day	18 Work Day

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November 30, 2020 to December 25, 2020

Mon	Tue	Wed	Thu	Fri
<p>21 Work Day</p>	<p>22 Work Day</p>	<p>23 Work Day</p> <p align="center">BW 26 Pay Date</p>	<p>24 Day before Christmas ½ Gift/ ½ Excused</p> <p>For most employees, last scheduled day before holiday is 12/23/20 and next scheduled day after is 1/4/21. 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>25 Christmas Holiday</p> <p>For most employees, last scheduled day before holiday is 12/23/20 and next scheduled day after is 1/4/21. 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>

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December 28, 2020 to January 1, 2021

Mon	Tue	Wed	Thu	Fri
<p>28 Day After Christmas Day, Designated Holiday</p> <p>For most employees, last scheduled day before holiday is 12/23/20 and next scheduled day after is 1/4/21. 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>BW 1 pay period 12/13/20 to 12/26/20, Dept timesheet approvers should approve payroll by NOON TODAY. Super users have until 5:00 p.m. TODAY</p>	<p>29 Gift Day</p> <p>Exempt Academic and Exempt Civil Service (if applicable) employees do not report anything in AVSL or Webtime entry.</p> <p>Non-Exempt Civil Service (if applicable) 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 6/30/21 with departmental approval.</p>	<p>30 Gift Day</p> <p>Exempt Academic and Exempt Civil Service (if applicable) employees do not report anything in AVSL or Webtime entry.</p> <p>Non-Exempt Civil Service (if applicable) 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 6/30/21 with departmental approval.</p>	<p>31 Gift Day</p> <p>Exempt Academic and Exempt Civil Service (if applicable) employees do not report anything in AVSL or Webtime entry.</p> <p>Non-Exempt Civil Service (if applicable) 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 6/30/21 with departmental approval.</p>	<p>1 New Year's Day Holiday</p> <p>For most employees, last scheduled day before holiday is 12/23/20 and next scheduled day after is 1/4/21. 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>

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