

## November 29, 2021 to December 24, 2021

Mon	Tue	Wed	Thu	Fri
<b>29</b> Work Day	<b>30</b> Work Day  <b>BW 25 pay period</b> 11/14/21 to 11/27/21, Dept timesheet approvers should approve payroll in webtime by <b>NOON TODAY</b> . Super users have until 5:00 p.m. <b>TODAY</b> .	<b>1</b> Work Day	<b>2</b> Work Day	<b>3</b> Work Day
<b>6</b> Work Day	<b>7</b> Work Day	<b>8</b> Work Day  <b>BW 25 Pay Date</b>	<b>9</b> Work Day	<b>10</b> Work Day
<b>13</b> Work Day	<b>14</b> Work Day  <b>BW 26 pay period</b> 11/28/21 to 12/11/21, Dept timesheet approvers should approve payroll in webtime by <b>NOON TODAY</b> . Super users have until 5:00 p.m. <b>TODAY</b>	<b>15</b> Work Day	<b>16</b> Work Day  <b>MN 12 Pay Day</b>	<b>17</b> Work Day
<b>20</b> Work Day	<b>21</b> Work Day	<b>22</b> Work Day  <b>BW 26 Pay Date</b>	<b>23</b> Work Day	<b>24</b> <b>Day before Christmas Holiday</b>  For most employees, last scheduled day before holiday is 12/23/21 and next scheduled day after is 1/5/22. Must work, be in pay status, or on approved unpaid leave on both to receive holiday pay.  <b>Exempt Academic and Exempt Civil Service</b> employees do not report anything in AVSL, VSL or Webtime entry.  <b>Non-Exempt Civil Service</b> employees use the earnings code <i>HOL – Holidays</i> .

**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 27, 2021 to January 7, 2022**

Mon	Tue	Wed	Thu	Fri
<p><b>27</b> <b>Christmas Day Holiday, Observed</b></p> <p>For most employees, last scheduled day before holiday is 12/23/21 and next scheduled day after is 1/5/22. 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, VSL or Webtime entry.</p> <p><b>Non-Exempt Civil Service</b> employees use the earnings code <i>HOL – Holidays</i>.</p>	<p><b>28</b> <b>Day After Christmas Holiday, Designated</b></p> <p>For most employees, last scheduled day before holiday is 12/23/21 and next scheduled day after is 1/5/22. 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, VSL or Webtime entry.</p> <p><b>Non-Exempt Civil Service</b> employees use the earnings code <i>HOL – Holidays</i>.</p> <p><b>BW 1 pay period</b> 12/12/21 to 12/25/21, Dept timesheet approvers should approve payroll in webtime by <b>NOON TODAY</b>. Super users have until 5:00 p.m. <b>TODAY</b></p>	<p><b>29</b> <b>Gift Day</b></p> <p><b>Exempt Academic and Exempt Civil Service (if applicable)</b> employees do not report anything in AVSL, VSL 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 6/30/22 with departmental approval.</p>	<p><b>30</b> <b>Gift Day</b></p> <p><b>Exempt Academic and Exempt Civil Service (if applicable)</b> employees do not report anything in AVSL, VSL 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 6/30/22 with departmental approval.</p>	<p><b>31</b> <b>Gift Day</b></p> <p><b>Exempt Academic and Exempt Civil Service (if applicable)</b> employees do not report anything in AVSL, VSL 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 6/30/22 with departmental approval.</p>

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**December 27, 2021 to January 7, 2022**

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<p><b>3</b> <b>New Year's Day Holiday, Observed</b></p> <p>For most employees, last scheduled day before holiday is 12/23/21 and next scheduled day after is 1/5/22. 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, VSL or Webtime entry.</p> <p><b>Non-Exempt Civil Service</b> employees use the earnings code <i>HOL – Holidays</i>.</p>	<p><b>4</b> <b>Gift Day</b></p> <p><b>Exempt Academic and Exempt Civil Service (if applicable)</b> employees do not report anything in AVSL, VSL 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 6/30/22 with departmental approval.</p>	<p><b>5</b> Work Day</p>	<p><b>6</b> Work Day</p>	<p><b>7</b> Work Day</p>

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