

**November 22, 2021 to December 3, 2021**

Mon	Tue	Wed	Thu	Fri
<b>22</b> Work Day	<b>23</b> Work Day	<b>24</b> Work Day  <b>BW 24</b> <b>Pay Date</b>	<b>25</b> <b>Thanksgiving Holiday</b>  For most employees, last scheduled day before holiday is 11/24/2021 and next scheduled day after is 11/29/2021. 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, VSL or Webtime entry.  <b>Non-Exempt Civil Service</b> employees use the earnings code <i>HOL – Holidays</i> .	<b>26</b> <b>Designated Holiday</b>  For most employees, last scheduled day before holiday is 11/24/2021 and next scheduled day after is 11/29/2021. 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, VSL or Webtime entry.  <b>Non-Exempt Civil Service</b> employees use the earnings code <i>HOL – Holidays</i> .

Mon	Tue	Wed	Thu	Fri
<b>29</b> Work Day	<b>30</b> Work Day  <b>BW 25 pay period 11/14/21 to 11/27/21, Dept timesheet approvers should approve payroll in webtime by NOON TODAY. Super users have until 5:00 p.m. TODAY.</b>	<b>1</b> Work Day	<b>2</b> Work Day	<b>3</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