

November 21, 2022 to December 2, 2022

Mon	Tue	Wed	Thu	Fri
21 Work Day	22 Work Day	23 Work Day BW 24 Pay Date	24 Thanksgiving Holiday For most employees, last scheduled day before holiday is 11/23/2022 and next scheduled day after is 11/28/2022. Must work, be in pay status, or on approved unpaid leave on both to get holiday pay. Exempt Academic and Exempt Civil Service employees do not report anything in AVSL, VSL or Webtime entry. Non-Exempt Civil Service employees use the earnings code <i>HOL – Holidays</i> .	25 Designated Holiday For most employees, last scheduled day before holiday is 11/23/2022 and next scheduled day after is 11/28/2022. Must work, be in pay status, or on approved unpaid leave on both to get holiday pay. Exempt Academic and Exempt Civil Service employees do not report anything in AVSL, VSL or Webtime entry. Non-Exempt Civil Service employees use the earnings code <i>HOL – Holidays</i> .

Mon	Tue	Wed	Thu	Fri
28 Work Day	29 Work Day BW 25 pay period 11/13/22 to 11/26/22, Dept timesheet approvers should approve payroll in webtime by NOON TODAY . Super users have until 5:00 p.m. TODAY .	30 Work Day	1 Work Day	2 Work Day

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 5, 2022 to December 23, 2022

Mon	Tue	Wed	Thu	Fri
5 Work Day	6 Work Day	7 Work Day BW 25 Pay Date	8 Work Day	9 Work Day
12 Work Day	13 Work Day BW 26 pay period 11/27/22 to 12/10/22, Dept timesheet approvers should approve payroll in webtime by NOON TODAY . Super users have until 5:00 p.m. TODAY	14 Work Day	15 Work Day	16 Work Day MN 12 Pay Day
19 Work Day	20 Work Day	21 Work Day BW 26 Pay Date	22 Work Day	23 Gift Day Exempt Academic and Exempt Civil Service (if applicable) employees do not report anything in AVSL, VSL 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 6/30/23 with departmental approval.

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December 26, 2022 to January 6, 2023

Mon	Tue	Wed	Thu	Fri
<p>26 Christmas Day Holiday, Observed</p> <p>For most employees, last scheduled day before holiday is 12/22/22 and next scheduled day after is 1/3/23. 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, VSL 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 12/22/22 and next scheduled day after is 1/3/23. 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, VSL or Webtime entry.</p> <p>Non-Exempt Civil Service employees use the earnings code <i>HOL – Holidays</i>.</p> <p>BW 1 pay period 12/11/22 to 12/24/22, Dept timesheet approvers should approve payroll in webtime by NOON TODAY. Super users have until 5:00 p.m. TODAY</p>	<p>28 President Designated Holiday</p> <p>For most employees, last scheduled day before holiday is 12/22/22 and next scheduled day after is 1/3/23. 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, VSL or Webtime entry.</p> <p>Non-Exempt Civil Service employees use the earnings code <i>HOL – Holidays</i>.</p>	<p>29 Gift Day</p> <p>Exempt Academic and Exempt Civil Service (if applicable) employees do not report anything in AVSL, VSL 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 6/30/23 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, VSL 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 6/30/23 with departmental approval.</p>
<p>2 New Year's Day Holiday, Observed</p> <p>For most employees, last scheduled day before holiday is 12/22/22 and next scheduled day after is 1/3/23. 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, VSL or Webtime entry.</p> <p>Non-Exempt Civil Service employees use the earnings code <i>HOL – Holidays</i>.</p>	<p>3 Work Day</p>	<p>4 Work Day</p>	<p>5 Work Day</p>	<p>6 Work Day</p>

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