Winter Break Deadlines

The Employment Areas and Payroll will make every effort to process all transactions (with complete documentation) received by the following deadlines before Winter Break.

Please submit your transactions as early as possible, prior to the deadlines, to prevent an overwhelming volume of transactions. This will help ensure employees are paid timely, prior to the break.

2019

Timeline and Preparation Process

In November all Employment Areas must provide their deadlines to Payroll and Payroll shall make available the final Winter Break Deadline schedule to be posted here.

Human Resources will email the schedule to the Hiring Coordinators Listserv as soon as it is compiled.

2019 Winter Deadlines.pdf