

Due to the upcoming holidays, it is necessary that we **move up the approval deadline** for the pay period ending 12/26/20. The new deadline is **Sunday, 12/27/20 by 10:00 AM**. Payday is Thursday, 12/31/20.

### **All Staff**

Make sure you approve your own time card on your last work day of the pay period. We realize for many this will be Wednesday, December 23<sup>rd</sup>. For those of you anticipating the use of vacation or personal time, or who are on holiday schedule 3 on which Christmas Eve is a holiday, please plan accordingly. For others, the last regular work day may be Thursday, December 24<sup>th</sup>, Friday, December 25<sup>th</sup> or Saturday, December 26<sup>th</sup>.

### **Supervisors**

Supervisors should make every effort to approve time cards on each of those days for employees who have completed their work.

**NOTE: You will not receive an automated Workforce approval reminder on Sunday for any unapproved time cards.**

The payroll department will be available remotely on Sunday, December 27, should you require assistance.

If you have any questions, please contact Brad Long at [blong@getty.edu](mailto:blong@getty.edu)