

COLLEGE OF WILLIAM AND MARY
OFFICE OF HUMAN RESOURCES

Interdepartmental Memorandum

TO: HR Coordinators

FROM: Rita Metcalfe, Director of Benefits and Human Resources Operations

DATE: December 03, 2015

SUBJECT: Processing of Paperwork Submitted after Deadline

Listed below are the deadline dates for receipt of authorizations, changes, and deletions to the William and Mary and Virginia Institute of Marine Science permanent payrolls. It is required that all information regarding these transactions, including a properly completed I-9 and other documentation be received in the Office of Human Resources by **5:00 p.m.** on or before the date indicated for the respective pay period.

Any paperwork which is received in Human Resources after the deadlines listed below will not be processed **until the following pay period.** In these instances, employees **will not** receive payment until the paperwork is processed.

Absolutely no manual checks will be issued for employees whose paperwork is received after the deadline.

<i>DEADLINE DATES</i>	<i>COVERING PAY PERIOD</i>	<i>CHECK TO BE RECEIVED</i>
December 11, 2015	December 25 – January 9, 2016	January 14, 2016
January 11, 2016	January 10 - January 24, 2016	February 2, 2016
January 25, 2016	January 25 – February 9, 2016	February 16, 2016
February 10, 2016	February 10 - February 24, 2016	March 1, 2016
February 25, 2016	February 25 – March 9, 2016	March 16, 2016
March 10, 2016	March 10 - March 24, 2016	March 31, 2016
March 25, 2016	March 25 – April 9, 2016	April 15, 2016
April 11, 2016	April 10 - April 24, 2016	April 29, 2016
April 25, 2016	April 25 – May 9, 2016	May 16, 2016
May 10, 2016	May 10 - May 24, 2016	June 1, 2016
May 25, 2016	May 25 – June 9, 2016	June 16, 2016
June 10, 2016	June 10 - June 24, 2016	July 1, 2016
June 27, 2016	June 25 – July 9, 2016	July 15, 2016
July 11, 2016	July 10 - July 24, 2016	August 1, 2016
July 25, 2016	July 25 – August 9, 2016	August 16, 2016
August 10, 2016	August 10 - August 24, 2016	September 1, 2016
August 25, 2016	August 25 – September 9, 2016	September 16, 2016
September 12, 2016	September 10 - September 24, 2016	September 30, 2016
September 26, 2016	September 25 – October 9, 2016	October 14, 2016
October 10, 2016	October 10 - October 24, 2016	November 1, 2016
October 25, 2016	October 25 – November 9, 2016	November 16, 2016
November 10, 2016	November 10 – November 24, 2016	December 1, 2016
November 28, 2016	November 25 – December 9, 2016	December 16, 2016
December 12, 2016	December 10 – December 24, 2016	December 30, 2016