Re: Did You Know…..HOLIDAY SCHEDULE

Date: October 25, 2019

Below is a table of the Holiday Schedule for the Biweekly Payrolls. If you have questions or concerns, please let us know.

<table>
<thead>
<tr>
<th>Pay Period Begin</th>
<th>Pay Period End</th>
<th>Timesheets Must be Approved</th>
<th>Checks Dated</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>19X - 11/02/19</td>
<td>11/15/19</td>
<td>11/19/19 Tuesday, 5:00 pm</td>
<td>11/27/19</td>
<td>Cutoff for Processing will be 11/20/2019; Processing will begin on 11/21/19. Thanksgiving Holidays 11/28-11/29/19</td>
</tr>
<tr>
<td>19Y – 11/16/19</td>
<td>11/29/19</td>
<td>12/03/19 Tuesday, 5:00 pm</td>
<td>12/13/19</td>
<td></td>
</tr>
<tr>
<td>19Z – 11/30/19</td>
<td>12/13/19</td>
<td>12/17/19 Tuesday, 5:00 pm</td>
<td>12/27/19</td>
<td>Cutoff for Processing will be 12/17/19; processing will begin on 12/18/19. Checks to Gulf Park 12/20/19. Gulf Coast Campuses should arrange for pickup if checks are needed prior to 01/2/2020.</td>
</tr>
<tr>
<td>20A– 12/14/19</td>
<td>12/27/19</td>
<td>01/02/20 Thursday, 5:00 pm</td>
<td>01/10/20</td>
<td>Cutoff for Processing will be Thursday, January 2, 5:00 pm. Processing will begin 8:00 am, Friday, January 3.</td>
</tr>
</tbody>
</table>

I would recommend being proactive with getting these timesheets entered and approved as we will be on a short deadline when we return.
**DIRECT DEPOSITS** for 19Z will be effective 12/26/2019. Checks will be dated December 27, 2019 and will not be available for pickup until return from Christmas Break. Please encourage any employee that is not receiving a direct deposit to get enrolled by December 6, 2019. Direct Deposit is mandatory for all employees.

**NOTE**: Monthly paid employees will be paid 12/20/19, Direct Deposits will be effective 12/19/2019. Cut-off will be 12/12/19 and processing will begin 12/13/19.

**REMINDER!!!!**

IF you are holding any paychecks that have not yet been picked up or should not have been paid, please return them to the Payroll Department located in Bond Hall. Please be sure to write a brief note on the check as to why it is being returned.

IF the check should not have been issued and you want the money added back into your departmental account, hand-write a note on the check telling us to reverse it and why. If the check has not previously been replaced, we will be happy to reverse it and add the money back into your departmental account.

IF the check is being returned just because of failure of the employee to pick it up, then that should be noted on the check.

As we quickly approach year-end 2019, we need to get as much cleaned up as possible for the 2019 W-2 process. Please make sure to remind all student employees that will **not** be returning in the Spring to make sure they update their Mailing Address in SOAR. If job data is terminated when the W-2 file is created, the W-2 will be mailed to the active “Mailing” address in SOAR. If no active Mailing address, then the next default is the “Home” address. When an employee leaves the University, it is very important that the “Mailing” address be updated.

New this year, SOARHR access will remain active for terminated employees for 22 months to access pay stubs and electronic W-2s. IF you want to receive your W-2 sooner than later, signup for electronic W-2. Login to [https://soarhr.usm.edu](https://soarhr.usm.edu), navigate to Self Service>USM HR/Payroll Self Service>W-2/W-2c Consent Link. If you previously consented to receive the W-2 form electronically, you do not have to consent again this year. BUT if you want to receive a paper form and you previously consented to receive it electronically, you do have to remove your consent by the same instructions above.

As always, contact Becca, Christy or Alison if you have questions or comments, OR send an e-mail to [Payroll@usm.edu](mailto:Payroll@usm.edu).

IF you are not a member of the Human-Resources-Payroll-News listserv, please send an email to [payroll@usm.edu](mailto:payroll@usm.edu) and you will be added to the listserv. The Department of Human Resources and Payroll uses this listserv to send news, updates, and Did You Know emails from Payroll.

Thank you in advance for your cooperation.

**Peggy**

Peggy H. McArthur, Ph.D.
Director of Payroll