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Nov. & Dec. 2012 Fermi Time & Labor Processing Schedule

Due to where the November and December holidays fall, the following changes to the normal processing schedule are required. Other than specific weeks noted below, timecards are to follow a normal schedule.

Normal Schedule

- Employees submit their timecard by 10 a.m. each Monday.
- Supervisors have all timecards approved by noon each Monday.
- Payroll will sign off non exempt timecards at noon & exempt timecards at 3:00 p.m.
- Once signed off, the timecard is locked for any edits**.**

Other Information

- Pay day for non exempt employees for each week is Friday, unless noted below.
- Pay day for exempt employees is Friday Nov. 30 and Friday Dec. 28.
- Revisions should be e-mailed to Timecard_Revision@fnal.gov
- Payroll will be closed on the half holidays of Dec. 24 and Dec. 31.

Week of Nov 12-18

- Employees submit their timecard by 10 a.m. Friday Nov. 16.
- Supervisors have all timecards approved by noon Friday Nov. 16.
- Payroll will sign off at noon (non exempt) and 3 p.m. (exempt) on Friday Nov. 16.
- Pay day for non exempt employees for this week will be Wed. Nov. 21.

Week of Dec 17-23

- Employees submit their timecard by 10 a.m. Thursday Dec. 20.
- Supervisors have all timecards approved by noon Thursday Dec. 20.
- Payroll will sign off at noon (non exempt) and 3 p.m. (exempt) on Thursday Dec. 20.

Week of Dec 24-30

- Employees submit their timecard by 10 a.m. Friday Dec. 28.
- Supervisors have all timecards approved by noon Friday Dec. 28.
- Payroll will sign off at noon (non exempt) and 3 p.m. (exempt) on Friday Dec. 28.

For the weeks Dec. 17-23 and Dec. 24-30, if the timecard can be completed and approved before the required date it would be appreciated however it is not mandatory.
For questions please contact: LindaSue x2992, Meghan Czamanske x5806 or Payroll x3046

Reminder for holiday entries:

For Full- time employees, Exempt and Non Exempt, the lab holiday will default on your timecard with appropriate hours in purple text.

For Part-time employees the lab holiday will default on your timecard with zero hours in purple text. If you are entitled to the holiday, insert a row for that day, select Holiday in the Pay Code column and enter your hours in the amount column.

For all Non Exempt employees that work on the half holidays Dec. 24 or Dec 31:

- You must enter the work rule **HALF HOLIDAY** in the Transfer column when reporting hours worked on the half holiday.   This is necessary whether you work the normal 4 hours or if you work more than 4 hours.   See example below (from 2010).

- If you will be off the entire day as half holiday and half vacation or float holiday then you do not need to use the work rule transfer of Half Holiday.

Vacation Use Cut off dates: (For those close to their max vacation balance)

November 2012: Exempt employees   November 18, 2012
                Non Exempt employees   November 25, 2012

December 2012: Exempt employees   December 16, 2012
                Non Exempt employees December 23, 2012

2013 Schedules
Vacation cut off dates and Timecard due dates can be found on the Payroll page located on the Finance Department website: http://finance.fnal.gov/Accounting/Payroll.html

2013 Float Holiday
As in previous years, the 2013 Float Holiday will not be available for use on your January 2013 timecards. You will be able to select and use it beginning Feb. 1, 2013. If you plan on using your 2013 float holiday in January 2013 please e-mail the Payroll Manager at lsmith@fnal.gov before you complete your timecard.