As college offices (including the Business Office) will be closed for the holiday break from Monday, December 21, 2020, until Monday, January 4, 2021, kindly keep the following cutoff dates for payroll and accounts payable in mind over the next couple of weeks.

In addition, please take this opportunity to verify that the mailing address on your paycheck is correct, as this is where your 2020 W-2 form will be sent. Please email email payroll@ursinus.edu, as soon as possible if there are any changes.

If your marital status or number of dependents changed during 2020, please complete and forward an updated W-4 form to Payroll to ensure that your federal income tax withholding is appropriate for your status. Form W-4 is available on the business office website, under “payroll.”

STUDENT BIWEEKLY PAYROLL
• The last student pay date for calendar 2020 will be Thursday, December 31, 2020. Please email timesheets to payroll@ursinus.edu by noon on Monday, December 21, 2020.
• The next student pay date will be Friday, January 29, 2021.
• Timesheets for pay periods 12/14/20 to 12/27/20 (not including hours submitted on 12/21/20), 12/28/20 to 1/10/21 and 1/11/21 to 1/24/21 must be emailed to payroll@ursinus.edu by Friday, January 22, 2021 at noon in order to be processed for the 1/29/21 pay date.
• SUPERVISORS – PLEASE NOTE: Please let Payroll Administrator, Nancy Imes, know if you will need student timesheets for pay periods covered by the break (12/14/20 to 12/27/20, 12/28/20 to 1/10/21 and 1/11/21 to 1/24/21). Student timesheets for these pay periods will be generated on an as-needed basis.

STAFF BIWEEKLY PAYROLL
• Hours for the period 12/14/20 through 12/27/20 should be entered and approved by noon on Monday, December 21, 2020, in order to be processed for the 12/31/20 pay date.
• Hours for the period of 12/21/20 to 1/3/21 will automatically populate in timesheets as “Holiday” hours, with the exception of actual hours worked over the holiday break which need to be added and approved.
• Actual hours worked over the holiday break that have been added and approved will be paid on Friday, January 15, 2021.

MONTHLY PAYROLL
• Direct deposits for the month of December will be paid on Thursday, December 31, 2020.

ACCOUNTS PAYABLE
• The last Accounts Payable check run for calendar 2020 will be Thursday, December 17, 2020.
• The next check run will be on Thursday, January 7, 2021 (invoices due by noon Tuesday, 1/5/21).
• If you anticipate paying a vendor before January 7, 2021 please ensure that the Business Office has the invoice or check request by noon on Tuesday, December 15, 2020.

CREDIT CARDS
• Please be sure to upload receipts, to allow supervisor approval, prior to Tuesday, December 15, 2020. All November 2020 approvals are due by December 15, 2020.