PAYROLL
2018 Year End Deadlines
Overpayments

- All overpayment must be communicated to the payroll office by December 20th and must be paid in full and remitted to the payroll office by January 4th, 2019.

- If an employee is writing a check it must be for the full amount of the overpayment. No partial payments will be accepted. Please make payment payable to The Trustee’s of the University of Pennsylvania.

- Overpayments reported to the payroll office after the deadline of 12/20/18 and repaid in the following year will be considered “prior year” overpayments and will have further tax implications to the employee.
Off cycle payments

- Off cycle requests must be submitted to the payroll department by 5 pm on December 20th in order to be paid in calendar year 2018.
- Any off cycles submitted after December 20th will be considered 2019 income.
End of year weekly pays

- The weekly payrolls for week ending 12/23 and 12/30 will run on 12/24 and 12/31 at noon with data entry open until 2 pm on both days instead of 5 pm.

- For E time, the employee deadline of Sunday evening at 9 pm will remain the same. For the supervisor deadline, the time for both days will be Monday morning at 6:45 am and for ORG admin deadline the time will be 9:45 am. The UMIS batch edit process will run at 12 noon both days.

- This notice will be posted on the UMIS banner page November 26th.
January 2019 Payroll

- Weekly payrolls from pay period ending 01/06/19 through 1/20/2019 will run on Tuesday’s at 3 pm due to end of year processing and MLK Holiday.

- We will resume payroll processing on Monday’s starting 1/27/19.
PAYROLL COVERAGE FOR WINTER BREAK

- The Payroll Office will be staffed over the Winter Break (12/26) during the hours of 8:00 am to 12:00 pm to take phone calls and respond to emails only. There will be no window hours.