

2025 Winter Break Closure – Payroll Processing

Winter Break is quickly approaching. Please review the dates and information below to ensure a smooth payroll process during the break.

Monthly:

If you are a monthly (exempt) employee, you will receive your normal *Regular Pay* for the month of December.

If you have an employee that is out on leave, Payroll Department will ensure that the *Regular Pay* is processed for December. **DO NOT ENTER** in any *Holiday Pay* into the absence calendar.

Biweekly:

The pay period beginning on December 14th will not open for time entry until Sunday, December 14th. On Monday, December 15th, Payroll Department will run the process to populate all the *Holiday Hours* to the timesheets for the appropriate employees.

If you are working during this pay period, please enter your additional working hours as normal. Please coordinate with your supervisor on when to submit your time so they are able to approve your timesheet **no later than noon on Monday, December 29th**.

All *Holiday Hours* will be submitted and approved by the Payroll Department. No further action is required by the employee or supervisor for the Pay Period Ending on December 27, 2025.

The *Holiday Hours* for December 29 through December 31, will be loaded by Payroll Department but will need to be submitted and approved as normal for the Pay Period Ending on January 10, 2026. This will resume the regular processing procedure for entering, submitting and approving timesheets.

Payroll Processing Calendars

Thank you and enjoy your Winter Break!

Your UofL Payroll Team!