



## **Dear Faculty and Staff,**

Fall Break is fast approaching. The Payroll Office will be closed during the break, and will be processing payroll Monday, Nov. 28, to ensure employees get paid on Nov. 30.

**This means timesheets for the Nov. 7-21 pay period are due early.** Submit timesheets no later than 5 p.m. on Thursday, Nov. 17, estimating your hours to be worked through Nov. 21. If there are any changes from your estimated hours, please notify the Payroll Office when you return from Fall Break.

**NOTE:** If you did not work Monday, Nov. 21, please record your scheduled hours under “Fall Break.”

If you were **REQUIRED** to work on Monday, Nov. 21, please record the hours that you worked in both the “regular pay” (for hours worked) and “fall break” (for hours scheduled).

**Supervisors,** please make sure timesheets are approved no later than 5 p.m. on Friday, Nov. 18.

Contact payroll with any questions at [hstapish@coloradocollege.edu](mailto:hstapish@coloradocollege.edu) or x6420. Since the office is experiencing a high volume of email and voice messages, you can expect a response to your message within 24 hours of receipt.