

Annual Summer Payroll Days (2018)

Days/Dates:

Monday, March 5th —Tuesday, March 6th

Time: 10:00 AM — 4:00 PM

Location: PGH 651G (*conference room*)

Light Refreshments will be served

We ask that all summer payroll requests for Faculty, Benefits-eligible Staff, Students, and Non-benefits staff be submitted by 4:00 p.m. on Tuesday, March 6th.

Please work with us to get all necessary paperwork signed and submitted as soon as possible to minimize delays. Once the request is submitted, you will be notified via email to review and approve the assignment setup.

Hope to see you there!