

To: Department Managers

From: Disbursements

Ref: Bi-Weekly November and December Payrolls

Date: November 9, 2020

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Due to the Thanksgiving holiday schedule we have made some adjustments to the timesheet due dates. All bi-weekly employees' timesheets for the pay period November 9th through November 22nd, 2020 will be **due in the Disbursements@rider.edu no later than 9 a.m. on Monday, November 16<sup>th</sup>** for pay date Tuesday, November 24th. Please record your actual time worked from Monday, November 9th through Sunday, November 15th, and your scheduled time from Monday, November 16th through Sunday, November 22nd, 2020. Should any adjustment to reported time need to be made, please email [Disbursements@rider.edu](mailto:Disbursements@rider.edu) with the subject line "*Biweekly Adjustment(s)*". Adjustments will be made on the December 11th, 2020 pay. If you have any questions, please email [aloux@rider.edu](mailto:aloux@rider.edu) and [bhuff@rider.edu](mailto:bhuff@rider.edu).

Due to the December Holiday Closing we ask that timesheets be submitted to [Disbursements@rider.edu](mailto:Disbursements@rider.edu) no later than noon on Wednesday, December 16<sup>th</sup>. Please record your actual time worked from Monday, December 7th through Tuesday, December 15th and your scheduled time from Wednesday, December 16<sup>th</sup> through Sunday, December 20<sup>th</sup>, 2020. Should any adjustment to reported time need to be made, please email [Disbursements@rider.edu](mailto:Disbursements@rider.edu) with the subject line "*Biweekly Adjustment(s)*". Adjustments will be made on the January 15<sup>th</sup>, 2021 pay. If you have any questions, please email [aloux@rider.edu](mailto:aloux@rider.edu) and [bhuff@rider.edu](mailto:bhuff@rider.edu).