

MEMORANDUM

To: All Administrative Employees of Lincoln University
From: Howard E. Merlin, Vice President for Fiscal Affairs
Re: Submission due dates for 2012 administrative time sheets
Date: December 15, 2011

This memorandum serves as a reminder that the policy of the University states administrative employees are to turn in approved time sheets to the Payroll Department on a monthly basis.

The Payroll Department will not issue a check or perform a direct deposit for any administrative employee who does not submit a completed time sheet by the stated due dates.

All time sheets should be turned in by 10:00 a.m. on the following dates:

January 20, 2012	July 20, 2012
February 20, 2012	August 24, 2012
March 23, 2012	September 21, 2012
April 20, 2012	October 22, 2012
May 21, 2012	November 19, 2012
June 22, 2012	December 17, 2012

Hand checks will not be issued to those employees who have not been paid due to non-compliance with the time sheet policy. For those employees in non-compliance, a paycheck or direct deposit will be issued with the next payroll, provided that an approved time sheet has been submitted.

Please direct any questions or concerns to Fran Cantwell, Business Office Manager, at extension 7413. Thank you.

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