Important Deadlines for the Final Biweekly Payroll of 2018

The last biweekly (BW) payroll of 2018, which is for the pay period Dec. 9-22, is scheduled to pay on Dec. 28.

The actual pay date Dec. 28 falls while the University is closed for the holiday break. Our office will process payroll on Dec. 26 to pay on Dec. 28 to avoid estimating of time.

If an employee is not working during the holidays, you may approve time for that person before you leave for the holidays. However, if the employee is working, please do not approve time prior to the end of the pay period or the system will be unable to capture clock in/out time.

- Time entry due by 10 a.m. on Dec. 26
- Time comparison available by 12 p.m. on Dec. 26
- Final corrections due by 1 p.m. on Dec. 26
- Pay date is Dec. 28

Reminder: When sending payroll corrections to our office please email payroll@auburn.edu

If you have questions or concerns, please contact Ashley Fetner, Payroll Manager, at ashley.fetner@auburn.edu or 844-1787.
To: Deans, Directors, and Department Heads  
From: Ann Shore, Executive Director, Payroll, Benefits & Records, Human Resources  
Subject: Annual Leave Carryover Reminder  
Date: October 11, 2018

Auburn University limits the amount of annual leave that may be carried forward from one calendar year to the next. Please remind your employees whose leave balances may be approaching the maximum limit to use enough annual leave between now and the end of the year so they do not lose leave unnecessarily. The established carryover maximums are:

### Exempt Monthly Employees

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Accrual Hours</th>
<th>Maximum Carryover Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>13.34</td>
<td>320</td>
</tr>
</tbody>
</table>

### Nonexempt Biweekly Employees

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Accrual Hours</th>
<th>Maximum Carryover Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>3.76</td>
<td>97.76</td>
</tr>
<tr>
<td>2</td>
<td>4.32</td>
<td>112.32</td>
</tr>
<tr>
<td>4</td>
<td>4.96</td>
<td>128.96</td>
</tr>
<tr>
<td>6</td>
<td>5.60</td>
<td>145.60</td>
</tr>
<tr>
<td>8</td>
<td>6.16</td>
<td>160.16</td>
</tr>
<tr>
<td>10</td>
<td>6.16</td>
<td>320.00</td>
</tr>
</tbody>
</table>

**Carryover Maximums:** The maximum carryover hours listed above are based on full-time employment. Leave carryover for part-time employees is prorated based on the percentage of full-time they are employed.

**2018 Request Deadlines:** Employees must report all leave they wish to have charged against 2018 no later than Friday, December 14, 2018. All requests received after these dates will be charged against calendar year 2019. Please note that a request to carry over more than the maximum allowed annual leave will not be granted.

Question about leave balances, accrual, and usage may be directed to Ashley Fetner, Manager, Payroll, at 844-1787 or email payroll@auburn.edu.
Dear HR Liaisons and Timekeepers,

This a friendly reminder of the Paid Leave Policy for Graduate Assistants.

Graduate Assistants* are non-exempt employees and are generally paid for hours worked. However, it is Auburn University Policy that hourly-paid Graduate Assistants be paid during official university holidays and breaks, including Fall Break, Spring Break, and/or official university closures.

*Graduate Assistants are differentiated from Graduate Teaching Assistants (GTAs), Graduate Research Assistants (GRAs) and Graduate Extension Assistants (GEAs). For full definitions of the Types of Graduate Assistantships, see [http://graduate.auburn.edu/faculty-staff/policy-changes/policy-changes-2016/#4](http://graduate.auburn.edu/faculty-staff/policy-changes/policy-changes-2016/#4)

Departments should add the hours they were scheduled to work as RNW in Kronos.

Please let us know if you have any questions.

Julie Reece
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