



Timesheet Approval Schedule Tuesday May 31!

The upcoming holiday will shorten the time to reconcile Exceptions and for Managers to approve timesheets. Please note the following schedules

Non-Clocking Employees

- **Pay Period Ending May 28th: Timesheets Deadline—Noon on Tuesday, May 31st.** The deadline will remain as normal to allow Payroll and PHRST time to process the pay. Please reconcile Exceptions and have the timesheets ready for approval by day end Friday, May 27th. No exceptions.

Clocking Employees

- **Pay Period Ending May 28th: Timesheets Deadline --Day end Tuesday, May 31st**—to accommodate the sheer volume of Exceptions in clocking organizations and the fact the last shift ends on Sunday at 7am, the 24/7 operations have until day end on May 31st. No exceptions.

Reminder:

- Timesheet / Pay processing—
 - Managers / Auditors are to process Exceptions **daily**. This avoids last minute rushes on timesheet due days.
 - Manager **must** approve time sheets.

Questions? Please call your local HR Office.

HR Office	Phone
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New Castle County	302-255-9070
Kent/Sussex Regional Office	302-744-4558
DHCI	302-223-1550
Stockley Center	302-933-3000