Important Notice to All Hourly Employees

Because of the shortened weeks during the holiday season, the payroll office would like to remind people of important information concerning deadlines and pay dates.

Pay Cycle before Thanksgiving - B1 Student Payroll
- November 24th – Both Web-time entry and paper timesheets must be received by 11 am; approvers on web time entry have until 5pm; however, the paper timesheets must be approved at the time of submission.
- With the three day work week, we will not be able to process checks for late timesheets before Monday, December 1st.
- Pay Date – Wednesday, November 26th.

Thanksgiving Timesheet Hours – Benefits Eligible Employees
- “Holiday” hours – November 27th and 28th must be recorded using the “Holiday” earnings row of your timesheet.
- “Holiday Worked” hours – any hours worked on the 27th or 28th must be recorded as “Holiday Worked” and will be paid at 1.5 times your regular rate.

Pay Cycle before Christmas – B1 and B2 payrolls
- December 19th – All paper timesheets for both students and employees for the last pay cycle of the year will be due on Friday, December 19th at noon – they should be approved when submitted.
- December 22nd – Web-time entry submissions will be due on Monday, December 22nd at 11am; approvers have until 5pm.
- With the 3 day work week, we cannot guarantee that timesheets submitted past the deadline will be included in the year end pay run.
- December 26th – Students with direct deposit will receive their funds as normal; those not on direct deposit will receive checks in the mail at their Mailing Address listed in ESTHER. Those without a Mailing Address will receive their check at their Permanent Address.
- January 2nd – Bi-Weekly staff on direct deposit will receive their funds as normal; those not on direct deposit will receive checks in the mail at their Mailing Address listed in ESTHER. Those without a Mailing Address will receive their check at their Permanent Address.

Christmas Timesheet Hours – Benefits Eligible Employees
- “Holiday” hours – Time for December 25th and January 1st must be recorded using the “Holiday” earnings row of your timesheet. These are the only two days counted as holidays.
- “Holiday Worked” hours – Any hours worked these two days must be recorded as “Holiday Worked” and will be paid at 1.5 times your regular rate.
- “Recess” hours – The rest of the recess work week is to be recorded in the “Recess” earnings row of your timesheet.
- “Regular Pay” hours – Hours worked on recess days. They do not count as time and a half.

If you have any questions, please contact Tim DeFosse or Tammy Lewis in the Rice University Payroll Office at payroll@rice.edu or 713-348-3410.