

Early FMC Close for 1/26/07 Pay Date

As indicated on the Administrative Payroll Calendar, due to Martin Luther King Day, FMC processing for the January 26, 2007 pay date will be closed on Friday, January 12, 2007.

All timekeeping entries (including entry of hourly work hours, data entry and approval of overtime, etc.), payroll deductions and 9902 staffing actions must be processed by close of business on Friday, 01/12/07. This will ensure that 9902s entered by this date will be finalized by Administrative Payroll on Tuesday, January 16, 2007.

Please call the Administrative Payroll at 718-935-2201, if you have any questions.