

Early FMC and Payroll Close for the 11/30/07 Pay Date

Please be advised that due to the Thanksgiving holidays (11/22/07, 11/23/07) Payroll will be closing early for the 11/30/07 pay date.

- 9902 entries and Timekeeping Entries will be closed on COB Friday, 11/16/07.
- All accurate 9902 transaction postings (as of 11/16/07) will be finalized by payroll for the 11/30/07 pay date.
- Payroll closes on Monday, 11/19/07.

All timekeeping entries (including entry of hourly work hours, data entry and approval of overtime, etc.), payroll deductions must be processed by close of business on Friday, 11/16/07. All transactions entered in NYCAPS on 11/15/07 and successfully loaded in APRL on 11/16/07 will be reviewed by payroll.

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