

MONTGOMERY COLLEGE
Office of Human Resources, Development, and Engagement

January 28, 2014

MEMORANDUM

To: The College Community
From: Tamathia M. Flowers, Director, Benefits and Systems Management
Subject: HRDE Deadline for Payroll Processing – B2 Payroll

Happy New Year! The Spring semester promises to be an exciting and energized time for our students, faculty, staff and community members.

Beginning this semester, the HRDE-Records team will send out an e-mail notice prior to the student and temporary Payroll Timesheet deadline e-mail. The purpose of the notification is to reinforce the HRDE paperwork deadline. HRDE-Records must receive paperwork in advance of the timesheet deadline for data entry into Banner. Electronic timesheets will not be available to the students or short-term temporary for completion or submittal by the timesheet deadline if paperwork is not received by HRDE-Records deadline. Paperwork not received by the HRDE-Records deadline, will prevent timely pay to students and short-term temporaries and delay their pay to the next payroll processing.

Look for the first notification in the coming week(s). Questions can be directed to Elaine Doong, HRDE Manager-Records at elaine.doong@montgomerycollege.edu or on x75364.

Thank you.

TMF:emd