

Cutoff Dates for PT Hourly and Student Employees for Go-Live Quarter - Centralia College Executive Sponsor Email

Centralia College Staff and Faculty,

This message is directed to supervisors of part-time hourly and student employees.

Cutoff dates

As a reminder, the college is transitioning to a new registration, payroll, and accounting system in February. The following action is required to prepare for the ctLink system change.

Cutoff Event	Date	Description
Work cutoff for Part Time Hourly and Student Employees	Jan 27 11:59 p.m.	All Part Time Hourly and Student employees must complete their working hours for the month of January no later than January 27 at 11:59 p.m. <i>(February work schedules will not change)</i>
January Time Sheets due	Jan 28 10:00 a.m.	<ul style="list-style-type: none">All January timesheets must be approved and submitted by this deadlineThere will be no hand-drawn checks. Employees who have not submitted their time sheets by this deadline will not receive their check until the February 25th pay-date
Adjustments due	Jan 29 12:00 p.m. (Noon)	Supervisors must submit any timesheet adjustments to Payroll by Noon on Friday, January 29
Begin twice monthly pay periods	Feb 10	Checks will be issued twice per month beginning Feb 10

Thank you for your attention and cooperation during this time.

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