Timesheets Due Early for Semimonthly Employees

Please be aware that timesheets for semimonthly employees need to be submitted and approved early due to Thanksgiving break. For the pay period ending November 24, 2019, and pay date on November 29, 2019:

- **Submit timesheets by** November 19 before noon at 11:59 a.m.
- **Approve timesheets by** November 20 before noon at 11:59 a.m.

Please record anticipated hours worked or leave used for November 19 through November 24.

The [full payroll calendar](#) is available on the HR & Payroll website. Refer to the [Thanksgiving Timesheet Guidance](#) for more information. If you have questions, please contact [hr@gmu.edu](mailto:hr@gmu.edu).

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**Human Resources and Payroll**

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