


**DATE:** December 8, 2015

**TO:** Deans, Department Chairs, Principal Investigators,  
Project Directors and Account Managers

**FROM:** Kam Lam   
Item Director of Finance and Accounting

**SUBJECT** December Calendar - REMINDER

The Foundation Central Office will be closed from December 24, 2015 through January 1, 2016. The Foundation will be re-opening for regular business January 4, 2016.

To ensure that employees receive a paycheck, time sheets should be delivered to the Foundation no later than 5 p.m. on December 15 for the pay period ending December 15, 2015. If an employee does not have direct deposit, their check will be mailed on December 23, 2015 to the address on file with the Foundation.

Please submit your December 16-31, 2015 timesheet to the Foundation before the winter break by 12 noon, December 23, 2015. If you know your hours worked, or if you are an exempt employee submit your timecards as early as possible. Early submission of timecards will enable payroll to start processing early to meet the pay date of January 8, 2016.

In addition, we will begin releasing accounts payable checks December 23, from 8:00 a.m. through 12:01 p.m. This will be the last check run for this calendar year. To guarantee AP check requests are processed before the holidays, please deliver them to the Foundation by December 14, 2015.

We hope you have a happy holiday season!

cc: Central Office Personnel