

HOLIDAY PAYROLL & WEB TIME DATES

Please note the updated check dates and web-time deadlines

Monthly Payroll

MO 1 2024 pay date is 1/2/2024

Bi-Weekly Payrolls

Thanksgiving Break - BW 24 Payroll (11/5-11/18)

- Time sheets due Thursday 11/16 @ 12 pm
- Approvals due Thursday 11/16 @ 2 pm
- Pay date will be 11/22/2023

Winter Break - BW 26 Payroll (12/3-12/16)

- Time sheets due Monday 12/18 @ 10am
- Approvals due Monday 12/18 @ 2 pm
- Pay date will be 12/22/2023

BW 1 Payroll (12/17-12/30)

- Time sheets due Thursday 12/21 @ 10 am
- Approvals due Thursday 12/21 @ 12 pm
- Pay date is 1/05/2024

Time Sheet Adjustments

Any changes can be emailed to the payroll office at payroll@richmond.edu

HOLIDAY PAYROLL REMINDERS

Direct Deposit & Mail Delays

U.S. mail service continues to be unpredictable and delays often occur around holidays. The Payroll Office would like to remind our colleagues that the University offers direct deposit for all payroll payments. Direct deposit payments provide you with a safe and secure way to access your wages on the payday without delay.

Follow the instructions in the link below to take advantage of the many benefits of direct deposit or contact our Payroll Office for further assistance at payroll@richmond.edu. All checks will be mailed to the permanent address on file for employees.

<https://controller.richmond.edu/common/pdf/payroll/DirectDepositSelfService.pdf>

2023 W-2 Information

The Payroll Office strongly encourages employees to consent to receive their W-2 electronically. This will provide you with immediate and secure access to your W-2 once the W-2s are ready. Please make your electronic consent designation by January 5th, 2024. The link below provides instructions for electronic consent:

<https://controller.richmond.edu/forms/profiles/W-2-Self-Service.html>

All W-2s will be mailed to the permanent address in Banner by January 31, 2024 for all employees who do not consent to receive their W-2s electronically. Please verify your permanent address in Banner Web Self-Service to avoid mail delays.

Changes to Federal or State Tax Withholdings

The Payroll Office encourages all employees to review their tax withholdings prior to year-end. **If you have previously claimed to be exempt from federal tax withholdings on your W-4, you will need to complete a new W-4 form by December 31, 2023.**

Changes to federal withholdings can be made in Banner Web Self-Service (instructions provided in the link below). To update your state withholdings, you will need to contact the Payroll Office.

<https://controller.richmond.edu/common/pdf/payroll/CompletingNewW4onEmployeeSelf-Service.pdf>

The Payroll Office wishes you a safe and wonderful holiday season!