Faculty members on 9-month contracts who wish to be paid on a 12-month basis should submit a • 9- Month Faculty Pay Option Selection form to Payroll Department by July 31, 2024. This form can be found on our website at http://www.utoledo.edu/offices/controller/payroll/forms.html.

electronic version of You obtain an this schedule on the payroll website may at http://www.utoledo.edu/offices/controller/payroll/schedules.html

| Independence Day | Thursday, July 4, 2024 | Same as Academic | |
|---------------------------|------------------------------|------------------|--|
| Labor Day | Monday, September 2, 2024 | Same as Academic | |
| Veterans Day | Monday, November 11, 2024 | Same as Academic | |
| Thanksgiving Day | Thursday, November 28, 2024 | Same as Academic | |
| President's Day (Flex) | Friday, November 29, 2024 | Same as Academic | |
| Columbus Day (Flex) | Tuesday, December 24, 2024 | Same as Academic | |
| Christmas Day [Observed] | Wednesday, December 25, 2024 | Same as Academic | |
| New Year's Day [Observed] | Wednesday, January 1, 2025 | Same as Academic | |
| Martin Luther King Day | Monday, January 20, 2025 | Same as Academic | |
| Memorial Day | Monday, May 26, 2025 | Same as Academic | |
| Juneteenth | Thursday, June 19, 2025 | Same as Academic | |

Who should I contact with questions/problems with Symplr, Online Timesheets, Online Leave Reporting, and TimeClock Plus? Any questions or problems should be emailed to payroll@utoledo.edu instead of an individual payroll employee so we can serve you as quickly as possible.

What are normal weekly deadlines for Timecards, Symplr, Timesheets, Direct Deposit, and Deduction changes? (Holidays may cause these dates/times to be moved up).

- TimeClock Plus employee approval: Due by 12:00pm of pay week Monday •
- TimeClock Plus supervisor approval: Due by 5:00pm of pay week Monday •
- Symplr employee sign off: Due by 5:00 pm of non-payroll Monday •

- Symplr supervisor approval: Due by 11:00 am on non-payroll Thursday
- Online Timesheets: Due by 12:00 Midnight Sunday of pay week
- Online Timesheet supervisor approval: Due 5:00 pm Monday of pay week
- Changes to Federal and State tax withholding: Must be updated in MyUT by non-payroll Thursday
- Changes to Direct Deposit: Must be updated in MyUT by Monday of pay week

Holidays that cause a change to the normal schedule deadlines are noted below. Please note, schedule may change based on changes to UToledo holiday calendar.

| Pay No. | Pay Day | Symplr Approval | Online Time Sheet Submission | Online Supervisor Approval | TCP Approval | Special Notes |
|------------|------------|--------------------|------------------------------------|----------------------------------|-----------------|-------------------|
| 13 | 6/28/2024 | 6/20/2024 | 6/23/2024 | 6/24/2024 | 6/24/2024 | |
| 14 | 7/12/2024 | 7/3/2024 | 7/7/2024 | 7/8/2024 | 7/8/2024 | Holiday Change |
| 15 | 7/26/2024 | 7/18/2024 | 7/21/2024 | 7/22/2024 | 7/22/2024 | |
| 16 | 8/9/2024 | 8/1/2024 | 8/4/2024 | 8/5/2024 | 8/5/2024 | |
| 17 | 8/23/2024 | 8/15/2024 | 8/18/2024 | 8/19/2024 | 8/19/2024 | |
| 18 | 9/6/2024 | 8/28/2024 | 9/1/2024 | 9/3/2024 | 9/3/2024 | Holiday Change |
| 19 | 9/20/2024 | 9/12/2024 | 9/15/2024 | 9/16/2024 | 9/16/2024 | |
| 20 | 10/4/2024 | 9/26/2024 | 9/29/2024 | 9/30/2024 | 9/30/2024 | |
| 21 | 10/18/2024 | 10/10/2024 | 10/13/2024 | 10/14/2024 | 10/14/2024 | |
| 22 | 11/1/2024 | 10/24/2024 | 10/27/2024 | 10/28/2024 | 10/28/2024 | |
| 23 | 11/15/2024 | 11/6/2024 | 11/10/2024 | 11/12/2024 | 11/12/2024 | Holiday Change |
| 24 | 11/27/2024 | 11/20/2024 | 11/24/2024 | 11/25/2024 | 11/25/2024 | Holiday Change |
| 25 | 12/13/2024 | 12/5/2024 | 12/8/2024 | 12/9/2024 | 12/9/2024 | |
| 26 | 12/27/2024 | 12/18/2024 | 12/22/2024 | 12/23/2024 | 12/23/2024 | Holiday Change |
| 1 | 1/10/2025 | 1/2/2025 | 1/5/2025 | 1/6/2025 | 1/6/2025 | |
| 2 | 1/24/2025 | 1/15/2025 | 1/19/2025 | 1/21/2025 | 1/21/2025 | Holiday Change |
| 3 | 2/7/2025 | 1/30/2025 | 2/2/2025 | 2/3/2025 | 2/3/2025 | |
| 4 | 2/21/2025 | 2/13/2025 | 2/16/2025 | 2/17/2025 | 2/17/2025 | |
| 5 | 3/7/2025 | 2/27/2025 | 3/2/2025 | 3/3/2025 | 3/3/2025 | |
| 6 | 3/21/2025 | 2/12/2025 | 3/16/2025 | 3/17/2025 | 3/17/2025 | |
| 7 | 4/4/2025 | 3/27/2025 | 3/30/2025 | 3/31/2025 | 3/31/2025 | |
| 8 | 4/18/2025 | 4/10/2025 | 4/13/2025 | 4/14/2025 | 4/14/2025 | |
| 9 | 5/2/2025 | 4/24/2025 | 4/27/2025 | 4/28/2025 | 4/28/2025 | |
| 10 | 5/16/2025 | 5/8/2025 | 5/11/2025 | 5/12/2025 | 5/12/2025 | |
| 11 | 5/30/2025 | 5/21/2025 | 5/25/2025 | 5/27/2025 | 5/27/2025 | Holiday Change |
| 12 | 6/13/2025 | 6/5/2025 | 6/8/2025 | 6/9/2025 | 6/9/2025 | |