



**Subject: Important Reminder: Bi-Weekly Payroll Timesheet
Submission Deadline**

Dear Employees,

This is a payroll reminder that the University will be closed for Spring Break from Wednesday, March 12th to Friday, March 14th, and all bi-weekly timesheets for the pay period of March 1st - March 14th by **the end of the day on Tuesday, March 11th.**

Key Reminders:

Use "Admin Leave" code: Please use the "Admin Leave" code for the Spring Break closure dates (March 12th - March 14th).

Approver Deadline: Approvers must approve all timesheets by **2:00 PM on Monday, March 17th.**

If you have any questions, please contact the Payroll Department at payroll@lamar.edu.

Thank you for your cooperation,
Sincerely,

Payroll Department
Lamar University