



FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

This message has been approved by Renisha Gibbs, Associate Vice President for Human Resources & F&A Chief of Staff, for distribution to all faculty and staff.

As you know, the Tallahassee campus had a brief closure today, until 10:00 am (EST) due to inclement weather. As a result of the delayed opening, Human Resources has slightly modified the payroll schedules for today. Please see the following time adjustments for today, April 19, 2019:

- 1:00 pm – Time review and approvals should be completed by supervisors and department representatives.
- Approximately 2:00 pm – Release of Cost Center I

Processing schedules for Monday, April 22, 2019 will remain unchanged with the final payroll calculation beginning slightly after 10:30 am.

Administrative leave will be provided to employees who have an established work schedule during the closure. The majority of campus will have their administrative leave recorded on their timesheet in pay period 'W'. Additional timekeeping guidance on how to record administrative leave will be provided next week.

If you have any questions, please contact an [Attendance & Leave representative](#).