



Early December Deadlines

2025-12-01 - Chris Tondini - [Timekeeping](#)

With the December holidays and winter recess approaching, please remember these early cutoff and approval deadlines for WFS timekeeping (all times Central):

- **Thursday, December 11, 5:00pm:** Manager approval deadline for **monthly** time off for the November period.
- **Friday, December 12, 1:00pm:** Deadline for amendments to process on the December 18 adjustment pay date. Amendments approved after this time will pay on the December 26 biweekly pay date instead.
- **Tuesday, December 16, 5:00pm:** Employee time entry due for the biweekly December 7-20 pay period.
- **Wednesday, December 17, 1:00pm:** Manager approval deadline for the biweekly December 7-20 pay period.
- **Friday, December 26, 7:00am:** Deadline for amendments to process on the December 31 adjustment pay date. Amendments approved after this time will pay on the January 9 biweekly pay date instead.
- **Friday, January 9, 5:00pm:** Manager approval deadline for **monthly** time off for the December period.

Time Projection & Timeclocks

These early deadlines will require employees and managers to project any time worked for December 17-20. Employees who use timeclocks should consult with their manager for additional details, as timeclock swipes will not be accepted after 1:00pm Wednesday, December 17.

Any time not entered by the deadline, or any projected time that needs to be adjusted, can be submitted by a manager as an Amendment (see [Creating an Amendment](#)), and will be paid on the December 31st adjustment pay date (if amendment is entered/approved by 7:00am CT Friday, December 26).

Working during the holidays or recess?

If you are a regular (non-temporary) employee whose schedule requires you to work on a holiday (Dec 24, 25, 31, or Jan 1), see [Recording Holiday Time](#) regarding your holiday pay options. If you will be working on a winter recess day (Dec 26, 29, or 30), you may use an alternate recess day within 30 days, as approved by your manager; holiday pay premiums do not apply to winter recess.

Note that temporary and other non-benefits-eligible employees are not eligible for holiday pay, alternate holidays, or alternate winter recess days. Standard overtime rules still apply to those working more than 40 hours in a calendar week.