

December 2018

SPONSORED PROGRAMS ADMINISTRATION



IMPORTANT PAYROLL INFORMATION: 2018 HOURS AND W-2s

All time worked on UEI accounts through December 15, 2018 must be submitted **no later than Monday, December 17**. Submission of 2018 hours by this due date provides for proper accounting of funds on your UEI account and employee income reporting. Payday is Friday, December 21.

All time worked through December 31, 2018 should be submitted on January 2, 2019. Payday will be on January 8, 2019

W-2s for 2018 will be available online – if you opted for paperless - or mailed by the end of January. Mailing addresses and W-2 delivery options should be updated using Employee Online at <https://eol.uei.csus.edu>.

UPDATE EMERGENCY CONTACTS

We understand that direct and timely communication is important, and in reflecting on the recent campus closure, we are encouraging all UEI employees to sign up for the campus ENS system (<https://www.csus.edu/ens/signup.html>) and review and update their contact and emergency contact information in Employee Online (<https://eol.uei.csus.edu/>).

UEI HOLIDAY SCHEDULE – OFFICE CLOSURE

UEI will be closed from Monday, December 24 through Tuesday, January 1. Our offices will reopen at 8:00 a.m. on Wednesday, January 2, 2019.

Happy Holidays from Sponsored Programs Administration!

Also see Office of Research, Innovation and Economic Development updates:

[Research Funding Update](#)

[Research Integrity Newsletter](#)