

PAYROLL DEADLINES

These are the normal Payroll deadlines. You will be notified if these dates and/or times change due to Holidays that affect our processing schedules.

Tuesday - Day Before Pay Period End Date

Payroll Reps - Manager Changes, Temp to Reg, Non-Exempt to Exempt & vice versa must be received by Payroll by **NOON** on Tuesday (these take two overnight feeds).

Wednesday - Pay Period End Date

Payroll Reps - ALL Payroll paperwork (PAFs, and all on-offs like Retro Pay, Approved Out-of-Title Pay, Bonuses, etc.) must be received by Payroll by **NOON** for the current pay period end date. Any PAF's received after Noon will be processed for the next Payroll. If you need something processed after this deadline, it must be approved by the Payroll Manager or the Payroll Supervisor.

Employees - Approve time sheet by end of day.

Thursday

Managers - Approve Staff time sheets by end of day.

Payroll Reps - Go into ADP and make sure all your PAF's have been entered correctly. Notify Payroll of any errors.

Friday - One week before Pay Day

Employees - Last day to make any changes to banking information for the current pay period.

Payroll Reps - Review Time Sheets and Sign Off by **10:00 am**. You do not need to notify Payroll when you are done. Payroll will assume all reviews are complete and start our final sign off processes at 10:00 am.

Payroll - Final Sign Off of time sheets at 10:00am. Load all special one-off items and review error reports. Payroll must meet ADP automation deadline to begin the next processes. Pay Sheets are completed late Friday. Payroll will send out an email notification when Pay Sheets are ready for your review.

Monday

Payroll Reps - Review all Pay Sheets and send corrections to hr_etime email.

Tuesday

Payroll Reps - All Pay Sheet reviews must be completed by 10:00 am. Notify Payroll of any corrections or **OK** if all is correct.

Payroll - Enters corrections and runs final processes to confirm payroll. Biweekly Payrolls are completed and ready for funding.

Note: Only New Hires are entered on the above Mondays and Tuesdays because the Payroll calculation processes are running.

Wednesday

Payroll - Balances and prepares fund transfers for Net Salaries, Federal Withholding Taxes, State Withholding Taxes, Social Security Taxes and Medicare Taxes.

Thursday

Benefits - Balances and prepares fund transfers for Retirement, Deferred Comp, HRA's, FSA's and PERA.

Friday

Pay Day - Funds are in employee bank accounts.

Monday, Tuesday... *Payroll Reps continue working on and submitting Payroll paperwork so everything is completed by the Wednesday deadline.*