PAYROLL PLANNER

WEEKLY PAYDAYS are Fridays. SEMI-MONTHLY PAYDAYS are the 15th and 30th.

Each week Payroll will send an email to unit timekeeps indicating that Time Entry is available and ready to use. Unless there is a unique circumstance due to a holiday, Time Entry is due on Tuesdays no later than 3:00pm. Any submissions beyond 3:00 will not be processed until the next pay cycle. Please be sure to click OK TO PAY, SAVE and PROCESS-SUBMIT to assure everyone gets paid for the week. This is an important step. On payroll run days and heightened periods of activity, the payroll staff may not be available to take calls in order to complete an accurate and timely payroll.