

PAYROLL PLANNER

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6					1	2	3	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			



Holidays



TSS runs semi-monthly payroll.



Submission cutoff for semi-monthly PAFs requiring review/approval of HRBPs, Compensation or Benefits @ 200 Boston Ave. PAFs include New Hire, Pay Change, FTE, Title Change, New Position, Job Data, LOAs, Supplements & Voluntary Separations



All Semi-monthly PAFs due to TSS. PAFs need to be fully signed and ready for input by TSS.

Unit time keeps to update leave records in advance of the payroll run.



TSS runs weekly payroll.

Weekly PAFs requiring review/approval of HRBPs, Pos Mgmt/Compensation or Benefits @ 200 Boston Avenue are due to TSS one week prior to the payroll run date. HR to send weekly PAFs to TSS the Friday prior of the affected week (ex. 8/5 for 8/10 run).

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

Each week Payroll will send an email to unit timekeepers 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.