

Deadlines Affecting the Payroll Process

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PAY WEEK	<ul style="list-style-type: none"> • Submission of all methods of Time Entry (12PM) • TimeClock Plus approval (2PM) Web Time Entry approval (2PM) 	<ul style="list-style-type: none"> • Direct Deposit changes via Banweb (11AM) • Revised Time Sheets (12PM) • Pay Corrections (12PM) 			<p style="text-align: center;"><i>\$ Pay Day \$</i></p> <ul style="list-style-type: none"> • EPAF Approval & Employee Status forms (12PM)*
OFF CYCLE		<ul style="list-style-type: none"> • Reallocation of Payroll Funds (12PM) 		<ul style="list-style-type: none"> • Payroll Deduction & Direct Deposit Forms (12PM) 	<ul style="list-style-type: none"> • Benefit Deduction Forms (12PM)

The above deadlines indicate when forms, time sheets, etc. are due to Payroll Services and/or Human Resources, not to Departments. Departments are responsible for setting internal deadlines with their staff to meet the Payroll/Human Resources deadlines.

*Employee Status forms should be sent to humanresources@mtu.edu

Deadlines are subject to change. Changes will be communicated via email to department contacts/timekeepers.