

Deadlines Affecting Payroll Processes

Reallocation of Payroll Funds forms – 12 pm on Tuesday of non-payroll week*

Off-cycle Payroll Check Authorization forms – 12 pm on Wednesday of non-payroll week*

Payroll deduction and direct deposit authorization forms – 12 pm on Thursday of non-payroll week*

Benefit deduction forms – 12 pm on Friday of non-payroll week*

All methods of time submission – 12 pm on Monday of payroll week**

TimeClock Plus approval – 2 pm on Monday of payroll week**

Web Time Entry approval – 2 pm on Monday of payroll week**

Direct deposit changes via Banweb – 11 am on Tuesday of payroll week**

Revised time sheets – 12 pm on Tuesday of payroll week**

EPAFs and Employee Status forms – 12 pm on Friday of payroll week**

Deadlines are subject to change.

Changes will be communicated via e-mail to department timekeepers.

*Non-payroll week: a week in which payday Friday does not occur

**Payroll week: a week in which payday Friday occurs