

Payroll Processing Changes

BIWEEKLY PAYROLL PROCESSING SCHEDULE CHANGES

CURRENT PAYROLL TARGET TIMES

Monday	
7:00	Absence Calendar Closes
11:00	Payroll Due to SSC
11:30	Time Load Begin
12:30	Time Load Complete
2:30	Return for Payroll Review

NEW! TIMELINE

Monday	
9:00	Absence Calendar Closes
2:00	Payroll Due to SSC
3:00	Time Load Begin
4:30	Time Load Complete
6:00	Return for Payroll Review

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BIWEEKLY PAYROLL PROCESSING SCHEDULE CHANGES

CURRENT PAYROLL TARGET TIMES

Tuesday	
9:00	Absence Off Cycle
9:30	Final Time Reload
10:00	Final Adjustments Due
2:00	Confirm
4:00	Complete Post Payroll Processes

NEW! TIMELINE

Tuesday	
8:00	Institution Review
11:00	Absence Off Cycle
11:30	Final Time Reload
12:00	Automated Adjustment Load #2 NEW!
3:00	Final Adjustments Due
5:00	Confirm
6:00	Complete Post Payroll Processes