

**Procedure Number: 560.1**

**Procedure: Deadlines for Submitting Payroll Information**

**Effective Date: (01/2014)**

**Revision Date:**

**Approved by: LeAnn Anderson, Director Financial Services and Payroll**

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**PROCEDURE:**

- I. The following deadlines have been established to allow for the efficient processing of payroll information. Please note that these times are subject to change. Click here for [Payroll Schedule](#).

The following forms are due in to the Human Resources or Financial Services/Payroll offices as soon as possible but no later than 5:00 p.m. on the Monday following the end of the pay period.

**A. Human Resources:**

1. New Hire Paperwork
2. Address Changes
3. W-4 Changes
4. Deferred Compensation or Annuity changes
5. Voluntary Deduction Changes

**B. Payroll:**

1. Approved Employee Transaction Forms
  - ETF's – Employee Transaction Forms (Yellow form)
  - TSA's - Temporary/Student Appointment Forms (Green form)
  - Work Study Authorization Form
2. Timesheets/Rosters
  - Electronic timesheets are due as soon as possible but no later than 5:00 p.m. on the Monday following the end of the pay period (this means submitted by employee for approval)
  - Approvers need to approve electronic timesheets by end of day Tuesday following the end of the pay period
  - Supervisor is responsible for having *any paper timesheets* and *rosters* into the payroll office by Monday 5:00 p.m.
3. Direct Deposit Forms