

Procedure Number: 560.1

Procedure: Deadlines for Submitting Payroll Information

Effective Date: 01/2014

Revision Date: 10/2025

Responsible Party: Administration & Finance/Financial Services & Payroll

PROCEDURE:

1. The following deadlines have been established to allow for the efficient processing of payroll information. Please note that these times are subject to change and can be found on the [Payroll Schedule](#).

The following forms are due 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:

- i. New Hire Paperwork
- ii. Address Changes
- iii. W-4 Changes
- iv. Deferred Compensation or Annuity Changes
- v. Voluntary Deduction Changes

b. Financial Services & Payroll:

i. Approved Employee Transaction Forms

1. EPAF's – Electronic Personnel Action Forms in [MyMSUB](#)
2. Additional Compensation Form

ii. Timesheets

1. Electronic timesheets are due as soon as possible but no later than 5:00 p.m. on Monday following the end of the pay period (this means submitted by the employee for approval).
2. Approvers must approve electronic timesheets by end of day Tuesday following the end of the pay period.
3. Supervisors are responsible for having *any paper timesheets* turned into the Financial Services & Payroll Office by 5:00 p.m. on Monday following the end of the pay period.

c. Direct Deposit

- i. Direct deposit forms are due as soon as possible but to take effect on the next paycheck, forms should be turned in by 5:00 p.m. on the first Wednesday of the new pay period (non-payday Wednesday's).