

PAYROLL CYCLE

	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
P A Y W E E K	First Day of the Pay Period		MyTime approval due 12:00 Noon Payroll Processed	Pay checks available for viewing in Self Service on-line.	Request for Off Cycle checks for Thursday must be completed and approved by 11AM!!!! Any amendments completed after this time will be processed on Friday	Payroll is distributed to timekeepers in Room 540 Scott Bldg. from 10:15AM to 11:00AM Offcycle checks for Friday, amendments must be completed and approved by 3:00PM	Off Cycle checks are available after 3:30PM
N O N P A Y W E E K				Offcycle checks for Wednesday, amendments must be completed and approved by 3:00PM	Off Cycles available after 3:30PM	*	Last day of the Pay Period.