



Payroll Schedule

CHECKLIST	
1st Payroll	
	PRINT TIMESHEETS FOR NEXT PAY PERIOD
	PRINT PRELIST
	PRINT DIRECT DEPOSITS
	PRINT VACATION ACCRUALS
	PRINT ACCUMULATED TIME
	PRINT EXTRA HELP REPORT
2nd Payroll	
	PRINT TIMESHEETS FOR NEXT PAY PERIOD
	PRINT PRELIST
	PRINT DIRECT DEPOSITS
	PRINT VACATION ACCRUALS
	PRINT ACCUMULATED TIME
	PRINT EXTRA HELP REPORT

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		New Hire Paperwork due by noon (see below)*			Input timesheets beginning 7am	<i>End of Pay Period</i>
<i>Beginning of pay period</i>	Input ends 11am Timesheets due by 11am			SEE CHECKLIST	PAYDAY	
	DHHS at 1:00pm	New Hire Paperwork due by noon (see below)*			Input timesheets beginning 7am	<i>End of Pay Period</i>
<i>Beginning of pay period</i>	Input ends 11am Timesheets due by 11am			SEE CHECKLIST	PAYDAY	
	DHHS at 1:00pm	New Hire Paperwork due by noon (see below)*			Input timesheets beginning 7am	<i>End of Pay Period</i>

*New hire paperwork due in **payroll office** by noon. Payroll **ONLY NEEDS** PPAF, Employee Information Sheet, Check Recipient Designation, W4, DE-4, Direct Deposit, PERS Reciprocal Statement (not extra-help) & SSA-1945 (safety only).
Mass Mutual (deferred comp) if applicable

PLEASE COORDINATE WITH PERSONNEL TO INSURE PAPERWORK IS IN OUR OFFICE ON NEW HIRE TUESDAY BY NOON!