December 2022 Payroll Processing Schedule:

Greetings!

With Calendar Year-end fast approaching, please ensure all employees time is submitted, reviewed, corrected and approved by the deadlines as stated below. This is critical in ensuring all employees are paid timely and accurately.

This is a friendly reminder, managers can complete the tasks such as review time, correct high exceptions, approve pending payable time, and correct other entries 24/7.

Below are the Time Administration schedule and December Payroll Processing schedule that runs daily:

Time Administration Schedule:

Biweekly	**Monthly**
08:00 AM	10:00 AM
12:15 PM	
03:00 PM	
10:00 PM	

December Payroll Schedule:

B120622 Payroll:
- 12/07/22   High Exceptions must be cleared by 10:00 AM
- 12/07/22   Absences must be submitted and approved before Noon
- 12/07/22   Absences for week 2 finalize at Noon
- 12/08/22   All pending payable time must be approved by 10:30 AM
- 12/08/22   Initial Trial is available after 10:30 AM
- 12/09/22   2nd Trial is available after 10:00 AM
- 12/09/22   All corrections and pending payable time approvals must be completed by 5PM
- 12/12/22   Payroll finalizes at 10:00 AM

M113022 Payroll:
- 12/15/22   Absences must be submitted & approved before Noon
- 12/15/22   Absences finalize at Noon
- 12/16/22   Initial Trial is available after 10:30 AM
- 12/16/22   All corrections and pending payable time approvals must be completed by 5PM
- 12/19/22   Payroll finalizes at 10:00 AM

B122022 Payroll:
- 12/14/22   High Exceptions must be cleared by 10:00 AM
- 12/14/22   Absences must be submitted and approved before Noon
- 12/14/22   Absences for week 1 finalize at Noon
- 12/21/22   High Exceptions must be cleared by 10:00 AM
- 12/21/22   Absences must be submitted & approved before Noon
- 12/21/22   Absences for week 2 finalize at Noon
- 12/22/22   Initial & Only Trial is available after 10:30 AM
- 12/22/22   All corrections and pending payable time approvals must be completed by 5 PM
- 12/23/22   Payroll finalizes at 10:00 AM