

Deadlines for Submitting Payroll Information

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.

Human Resources:

- New Hire Paperwork
- Address changes
- W-4 changes
- Deferred Compensation or Annuity changes
- Voluntary deduction changes

Payroll:

- **Approved** Employee Transaction Forms
 - ETF's – Employee Transaction Forms (Yellow form)
 - TSA's - Temporary/Student Appointment Forms (Green form)
 - Work Study Authorization Form
- 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.
- Direct Deposit Forms