



# Payroll Submission Day

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**Payroll Submission Day:** First Business Day after the 15<sup>th</sup>

**Time Admin Process Runs:** 10:00am, 12:00pm and 3:00pm (*access to time entry will be locked out during these times*)

**Submission Deadline:** 4:30pm

**Signed Time Detail Summary Report Due:** First Business Day after Submission Day by 1:00pm

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## **On Payroll Submission day you will get 4 emails throughout the day:**

- 1) You will get an email in the morning, usually before 9am, reminding you it is submission day, and reminding you the Time Admin Process times (Time Admin Process is what checks your payroll for any errors). It will also have some important reporting reminders and updates.
  - 2) Once the 10 am Time Admin Process is a complete you will get an email to let you know you can get back in the system and keep working on payroll and correct any errors that the Time Admin Process caught – Important updates and reminders also included.
  - 3) Once the 12 pm Time Admin Process is complete you will get an email to let you know you can get back in the system and keep working on payroll and correct any errors that the Time Admin Process caught – Important updates and reminders also included.
  - 4) Lastly, once the 3 pm Time Admin Process is complete you will get an email to let you know you can get back in the system and finish up payroll and correct any last errors that show up. It also reminds you of the 4:30 submission deadline and getting your Time Detail Summary report signed.
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## **Expert Tips:**

**It is important to read each email completely – they will each have important reminders for reporting and include any new updates**

**Keeping up with time reporting each day/week will make Submission Day a lot smoother**

**Check Subs for errors first – these errors can hold up another Dept/School from submitting their time**

**Do not try to submit your time during the Time Admin Process, the current payroll will be locked out during this time and you will end up submitting next Months' time summary**

**Be sure to save your work and log out of Time and Labor 5 min prior to the Time Admin Process times**

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