As mentioned in HRDC, the System Payroll Office has developed a slightly reduced payroll processing timeline for all pay cycles. This change begins with the BIW ppe 7/5/14 that opened for processing last night.

With regard to the Biweekly payroll, the expected deadline for approvals has been 6pm on Tuesday since the implementation of Time & Labor. That deadline was not strictly enforced and over the years many departments moved away from that deadline knowing, in most cases, if approvals were completed before 6pm on Thursday the time would be fed to payroll. The delay in approvals has caused significant issues with the processing of payrolls on occasion, thus the reason System looked at revising deadlines and making approval deadlines HARD.

Beginning with ppe 7/5/14, approvals are still expected to be completed by Tuesday at 6pm (refer to the Production Calendar for MON Final Approval deadlines). Please encourage approvers to have all of their approving completed by 6pm on the approval deadline days. There will be a short window on Wednesday, until noon, for final Time Keeper adjustments and approvals. It is expected that what takes place on Wednesday is just final clean-up and approvals for those entries. As of noon Wednesday, the Approve Payable Time page will be read only meaning Time Keepers and Time Approvers will not be able to process any more approvals for the current pay cycle. Payroll will then have until noon on Thursday to run/work payroll reports and at noon on Thursday they will be locked out so the payroll confirmation process can begin.

The Approve Payable Time page will reopen on Friday after the confirmation has completed. Hours approved at that time will be paid with the next pay period.

Please communicate this change to your approvers ASAP so that their employees will not be negatively impacted by this slight change in the process.
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