

Important Payroll Deadlines

All Employees

15th of each month – All payroll, benefit and deduction changes/additions due for current month.

Exempt Employees (Salaried)

5th day of each month – Monthly Time Report due to department head

10th day of each month – Administrative Departmental Timecard due to Payroll Department from department heads

Non-Exempt Employees (Hourly)

1st week of each month – Time Cards from full-time employees due to Payroll Department

Monday following the 3rd Saturday of each month – Time cards from part-time regular employees due to Payroll Department