

03.109 Payroll Deadlines. All authorizations and/or time sheets must be received in the Payroll Office by the designated dates and times listed on the deadline notice in order to receive payment on time. Monthly deadline notices are sent via e-mail. If a payroll deadline is missed, documentation must be submitted for payment on the next supplemental payroll. Supplemental dates and times are also listed on the deadline notice.

1. Supplemental Deadlines. The deadlines for the supplemental payroll is 12:00 noon on payday; payday being the 15th (or next working day if the 15th is on a weekend) and the first working day of the month. Supplemental checks are usually available 1 to 2 days after payday. An e-mail notification will be sent to the participants of the Payroll Users Group when these checks are ready.
2. Supplemental Payrolls. Two supplemental payrolls are run each month. This enables the Payroll Office to pay persons whose authorizations and/or time sheets were not received by the designated deadlines, or for other reasons requiring late payment. Electronic Funds Transfer (EFT) is not available for supplemental checks; instead, checks are released to the department for distribution to the employee.