

Payroll Timeline



-4 Days



Employee Changes

All Employee changes are required 4 days before pay date.

-3 Days



Timesheet Submission

All Timesheets are required 3 days before pay date or day after pay period end date.

-2 Days



Client Review & Approval

Final updates and approval are required 2 days before pay date.

**ACH initiated upon approval*

-1 Days



Funding Received

Payroll funding must be received 1 day in advance of pay date.

**3PM CT cutoff for wire funding*

0 Days



Paid

Congratulations your employees have been paid!

NOTE: To ensure payrolls are released in accordance with your pay cycles, we want to remind you of our processing deadlines. If above timing is adhered to, we can provide you with the highest level of service.