

Payroll

Karen Jenkins, Director
Yolanda Clark, Associate
Director

Early Student Payroll Due to



Final Academic Run for Calendar Year 2024

for period ending 12/14/2024 is being processed on

All transactions to be paid on this Payroll must be successful completed by COB, Thursday, December 12, 2024

Pay Date for payroll is

Retroactive Transactions prior to November 15, 2024, should be completed by COB on Monday, December 09, 2024

Late transactions will be paid on January 21, 2025

Notify payroll immediately of any late UTO, LWOP or terminations prior to 12/14/2024 processed after 12/14/2024



Final Wage Payroll Run For Calendar Year 2024

Time for wage period ending Friday, December 13, 2024, must be
by

Early payroll run is necessary so that all deductions can be remitted to vendors in final AP run being processed for year.

Pay Date for payroll is normal pay date of

First Wage Run for Payment in Calendar Year 2025

Time for wage period ending Friday, December 27, 2024 must be
by on

Holiday Trigger is required to release time for week of period if leave
taken on 12/21–12/23 -

Pay Date for payroll is

Retroactive Transactions for dates prior to 12/14/2024 must be
completed by close of business on .
Retroactive Payroll is being processed

Early Student Payroll Due to Christmas Holidays

Time for student period ending Friday, December 20, 2024 must be
by on

Pay Date for payroll is

Retroactive Transactions for dates prior to 12/07/2024 must be
completed by close of business on
Retroactive Payroll is being processed

Helpful Timekeeping Reports

Time Not
Submitted
Timekeeper

Time Not
Approved
Timekeeper

Workers with No
Time Entry
Timekeeper

Time for the
Period Detail

Time Holiday
Hours 0 and Time
Off GT 0 Report

Best Practice for Time Submission



Employee

Submit time weekly

Monitor approval status of your time blocks prior to the lockout date

Ensure all leave is entered and approved prior to being out



Supervisor

Verify that hours have actually been worked

Timely approval of leave and hours worked

Payment Elections

May be processed until day prior to payroll processed

Late changes will not have time for ~~pro~~otes to verify the validity of account prior to payroll being processed

Other Miscellaneous Information

Employee names reported on Form 2W must match Social Security Administration (SSA) files

\$60 penalty for name mismatches

Employees may not receive proper credit for Social Security or Medicare earnings if SSA cannot identify the individual

The name and Social Security number (SSN) on the employee's card should match the legal name and SSN that appears in Workday. If the employee wishes to be employed under another name, they must first go to the Social Security Administration and have their card changed before Payroll or Human Resources can make the change

Verify that the address is correct on the Contact tab under the Personal Information app in Workday for employees who work in your department



Correct address is important when payroll information, including the W2, must be mailed to an employee

Newly elected benefit coverages and premiums for the 2025 plan year will be reflected in December paychecks

Annual Enrollment elections for flexible spending healthcare and dependent care accounts will be reflected in the employees January paychecks