

SHARP On-Cycle Bi-Weekly Payroll Timeline

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Pay Period Begins 7 - Time & Leave Entry Begins - Employees Eligible for Longevity Bonus & Step Increase Put in pages						
						Pay Period Ends - EE Self Service Time Entry Deadline
Day 1 - Position, Job, & Deduction Changes	Day 2 - Timekeepers Time & Leave Entry & Corr. - Time & Labor Interface Deadline - Position, Job, & Deduction Changes	Day 3 - Timekeepers Time & Leave Entry & Corr. - ESS Mgrs Payable Time Approval Deadline (6:00pm) - Position & Job data Deadline - Deduction changes - Paysheets Created - Preliminary Pay Calc	Day 4 - Review Reports/Error Messages - Timekeepers Time & Leave Entry & Corr. - Correct Payroll Errors/Make Deduction Changes - Preliminary Pay Calc	Day 5 - Review Reports/Error Messages - Timekeepers Time & Leave Entry & Corr. - Correct Payroll Errors/Make Deduction Changes - Preliminary Pay Calc	Day 6 - Review Reports/Error Messages - Timekeepers Time & Leave Entry & Corr. - Correct Payroll Errors/Make Deduction Changes - Final Pay Calc - Pay Confirmation	Day 7 - Leave Accrual
Day 8	Day 9 - Paycheck Info Available in ESS - EFT Transactions to Bank - Journal Generator for the On-Cycle Off-Cycle A	Day 10 - Journal Generator for Off-Cycle A	Day 11 - Payroll Charges for On-Cycle and Off-Cycle A Budget Checked and Posted to SMART Off-Cycle B	Day 12	Day 13 - PAY DAY	Day 14
Day 15	Day 16 Off-Cycle C	Day 17	Day 18	* Time Admin. is run every workday at 11:00a.m., 3:30p.m., and in the nightly batch. Payable time must be approved by 6:00p.m. to be included in the nightly batch process.		