

URGENT – EARLY PAYROLL DEADLINE-Time and Approvals for ALL employees due by 5pm Friday, March 16



Due to the OneUSG Connect project conversion timeline, Payroll Time and Approvals for the **Biweekly payroll as well as **Monthly Staff and Faculty** will be due by **5pm, Friday, March 16th**, for the **March 30th pay date**.**

March 15, Thursday, 5pm Deadline for March 30 pay date:

- **Bi-Weekly SPAR Forms Due**
 - Forms received **after this deadline** will be paid on the **4/13 pay date**
- **Monthly SPAR Forms Due**
 - Forms received **after this deadline** will be paid on the **4/30 pay date**

March 16, Friday, 5pm Deadline for March 30 pay date:

- **Bi-Weekly Employees Time Due** (for the 3/10-3/23 pay period)
 - All applicable hours need to be logged in ETIME and approved by both the employee and supervisor.
 - Paper Timesheets Due
 - Time for biweekly staff and student assistants needs to be estimated for 3/17-3/23.
 - Students will need to work with their supervisors for entry of their estimated time.
 - ****Due to Federal Work Study guidelines, time should not be estimated or entered for 3/17-3/23 for Federal Work Study Students.**** Timesheets showing actual time worked for these dates should be submitted to payroll with proper approvals. **This time will be paid on the April 13th pay date.**
 - **FOR THIS PAYROLL ONLY** - Estimated time for employees scheduled to work on Saturday 3/24 needs to be submitted on a paper timesheet.
- **Monthly Employees Time Due** (for the 3/1-3/30 pay period)
 - All anticipated exception time needs to be entered and approved by both the employee and supervisor.
 - Part time faculty are to enter their ACA hours worked as normal, estimating their hours for 3/17-3/31.

Faculty Overloads, Status Changes, and Payroll Amendments

All faculty payment changes, including **overloads, status change, and payroll amendments** must be received by the Academic Affairs partners **by the end of the day on Monday, March 12th**. This will allow the Academic Affairs partners to review and approve the changes and forward the changes to data entry no later than the end of the day on Wednesday, March 14th.