**Payroll Import deadline**

- Payroll Import to the LD module is scheduled on the **14th and 29th** of each month.
- Payroll data imported on the **14th** will pick up **Biweekly payroll and any off-cycle payments**; and imports on the **29th** will pick up **Monthly, Biweekly, and any off-cycle payments**.
- All labor schedule entries must be entered, approved, and in **Active** status before the scheduled payroll import dates.

**LD Correction submission deadline**

- Labor cost transactions that errored out during import will be distributed to department FAs & FMs the following day to be reviewed and corrected.
- All corrections must be completed within the next **3 business days**.
- Labor costs won’t be re-processed until all errored transactions are cleared.

Review the **Pay Schedules** tab on the [Payroll Office Website](https://payroll.baylor.edu) for additional deadlines related to Biweekly and Monthly pay schedules as seen above.