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 <u>Active</u> 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.

Biweekly Payroll

Pay Period Number	Pay Period Begin	Pay Period End	Date to Complete Hiring Process (for payment on this pay period)	Date to Submit Final Intake Forms (for changes other than new hire)	Date to Submit Time Cards by Midnight	Date to Approve Time Cards By Noon	Pay Date

Monthly Payroll

Pay Period Number	Pay Period	Date to Complete Hiring Process (for payment on this pay period)	Date to Submit Final Intake Forms (for changes other than new hire)	Pay Date

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