

To reduce and eliminate the number of managers that need to work over the weekend to review and approve timesheets, Payroll is moving our Bi-Weekly payroll deadline from 1:00 pm on Sundays to 10:00 am on Mondays, effective 6/1/22.

To ensure all KSU employees get paid accurately and timely, all managers must complete their final timesheet review, make any necessary timesheet adjustments, and approve all employee time prior to the 10:00 am deadline. At 10:00 am timesheets will be locked down and corrections will not be able to be made. Any adjustments submitted to our office after the timesheets are locked will be processed on the following payroll. Please encourage all employees to add the payroll deadlines to their personal calendars to further assist in preventing shorted or missed pays. The list of deadlines for all pay periods can be found here.

<https://payroll.kennesaw.edu/docs/calendars/2022%20Table%20Format%20Pay%20Calendar.pdf>

Helpful Business Practices:

Employees should record **all** hours worked on the day the hours are worked. Employees should review their timesheet daily to ensure all time has been recorded for every day worked.

Employees should address any unapproved absences with their manager; unapproved absences cannot be paid.

Individual departments, managers, and time approvers maintain the right to impose earlier internal deadlines for their employees to meet Payroll's 10:00 am Monday deadline.

Time approvers should not wait until the Payroll deadline in order review timesheets, but should do so throughout the pay period.

Payroll will continue to send the Bi-Weekly payroll reminders with the new deadlines every week. These reminders are considered a courtesy. Timesheet approval is the responsibility of the time approver; not receiving a reminder cannot be used as an excuse for not approving your employee's time.

In addition to the payroll deadlines, you can find additional resources and job aids on the Payroll website at <https://payroll.kennesaw.edu>