SHARP On-Cycle Bi-Weekly Payroll Timeline

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Pay Period Begins - Time sheets created - Employees Eligible for Longevity Bonus & Step Increases Put in Panels						
						Pay Period Ends
Day 1 - Time & Leave Entry - Position, Job, & Deduction Changes	**Day 2** - Time & Leave Entry - Time & Leave Interface Deadline - Position, Job, & Deduction Changes - Deadline for approvals for auto step increases - Time & Leave Edits	**Day 3** - Time & Leave Errors - Time & Leave Entry Deadline (6:00pm) - Position & Job data Deadline - Deduction changes - Time & Leave Edits - **Paysheets Created** - Preliminary PayCalc	**Day 4** - Review Reports/Error Messages - Time & Leave Entry & Corrections - Correct Payroll Errors/ make deduction changes - Time & Leave Edits - Preliminary PayCalc	**Day 5** - Review Reports/Error Messages - Time & Leave Entry & corrections - Correct Payroll Errors/ make deduction changes - Time & Leave Edits - Preliminary PayCalc	**Day 6** - Review Reports/Error Messages - Time & Leave Entry & corrections - Correct Payroll Errors/ make deduction changes - Last opportunity to approve longevity bonus - Time & Leave Edits - **Final PayCalc** - Pay Confirmation	**Day 7** - Leave Accrual - Create GL Interface for STARS (Encumbrance Transactions)
Day 8	**Day 9** - Paycheck Info Available ESS - EFT transactions to bank **Off-Cycle 1**	**Day 10** - Encumbrances posted to STARS	**Day 11** - Correct funding **Off-Cycle 2**	**Day 12** - Paychecks Mailed	**Day 13** - **PAY DAY** - Payroll Expenditures sent to STARS and encumbrances liquidated	**Day 14**
Day 15	**Day 16** **Off-Cycle 3**	**Day 17**	**Day 18**			