

## Payroll Processing - Employee

Step	Action
1	Wednesday before pay period end, employees should complete the inputting of time for the current pay period.
2	Thursday pay period end date: supervisors and managers will approve all time entered from their assigned staff.
3	Friday pay period end: any changes or additions will be made and approved by 12:00 noon.
4	HR Operations will email assigned supervisors and managers who have remaining outstanding time to be approved.
5	HR Operations will run all required reports.
6	Payroll will then be processed by DFA Central Payroll.