### Payroll Deadline/Lock*
- **Date 5pm Pacific Time**

This is when all time must be approved by the supervisors in order to be paid out for the upcoming paycheck. Time that has not been approved will not be paid until the following paycheck provided it is approved by that deadline.

- **Best Practice** would be for departments to require employees to submit by 12 noon or earlier to allow supervisors time to process.

### Time Entry Unlocked for prior period adjustments
- **Unlocked for prior period adjustments**

This is when employees are able to go back into their past time blocks and make adjustments as needed to previous time blocks on their calendar. The calendar is locked from the 5pm Payroll Lock above until this time to all time for processing the paychecks.

### Earning Statements viewable to Employees
- **(3 days before payday)**

This is when all earning statements/payslips are viewable in Workday for employees to see and ensure that they are accurate.

### Payday Workday Payroll Processing opens for next cycle

This is when we open the next pay cycle and you are able to see the new CR Pay Payroll Accounting Journal Details - In Progress Payroll (aka PERS) for the new pay cycle we are starting.

### **9AM** Retro Run captures all retro transactions processed to pick up for upcoming Pay cycle

This is when we run the retro process and any transactions that were processed for any time frame outside of what we are currently working in need to be approved completely to be processed for the upcoming paycheck. This process would capture, time entry changes, salary changes, job changes, late appointments etc.