GETTING PAID!

Pay Period: 2/13/2022 to 2/26/2022
Pay Date: 3/8/2022

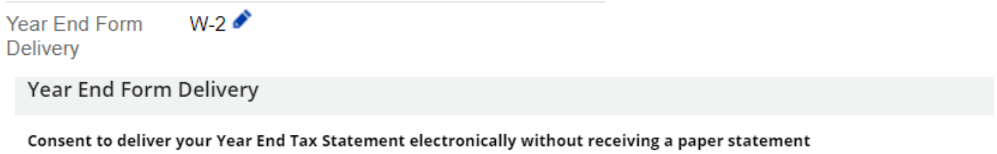
Payroll Adjustments:	Friday February 25th 5:00 p.m.
Timesheets Will Be Locked:	Monday February 28th 5:00 p.m.
Submit Direct Deposit or Tax Changes by:	Tuesday March 1st 5:00 p.m.

"Do it Daily" Please update or check timesheet errors/missing punches frequently. As little as 15 minutes a day can save everyone time at the end of the pay period

W-2s

1) ***W-2s Mailed***: W-2s have been posted and are available in your Dayforce profile under Year End Statements. If you also selected a paper copy to be mailed they were mailed by 1/31.
2) ***Select an electronic copy for*** your 2022 W-2. Help us reduce costs and save paper by selecting only an electronic copy.

   Go to your Profile Dayforce-Under *Personal*-scroll down to *Payroll Information* at the bottom-check Year End Form delivery and approve the Consent to receive an electronic copy



Profile:

1) Please check your address in Dayforce to make sure that we have the most up to date information for you.
2) Do a tax check checkup

Tax withholding "checkup" links:
The following websites are helpful in identifying any changes that you may need to make to your payroll tax withholdings. It is recommended that you check your set up yearly or anytime that you have changes in your income or the number of dependents that you have.

Federal withholdings: https://www.irs.gov/individuals/tax-withholding-estimator
Maryland withholdings:
https://interactive.marylandtaxes.gov/business/calculators/WHCalc2020.asp

Direct Deposits and Tax Withholding Changes: All tax and banking changes can be done in your "Profile and Settings". Log into Dayforce with your Y Google account at: http://sso.dayforcehcm.com/ymaryland. Please submit at least one week prior to our deposit date.

PTO and SICK balances you can go to the Time Away area or you can also view this from the Balance tab in your Timesheet.

Please let us know if we can assist you in any way by contacting Payroll@ymaryland.org.