GETTING PAID!

Pay Period: 8/14/2022 to 8/27/2022
Pay Date: 9/6/2022

Payroll Adjustments:	**Friday, August 26, 5:00 pm**
Timesheets Will Be Locked:	**Monday, August 29, 5:00 pm**
Tax or Direct Deposit Changes by:	**Monday, August 29, 5:00 pm**

Due to the Labor Day holiday, payroll will be committed on Wednesday, 8/31, which is a day earlier than our normal schedule. Please ensure all timesheets are completed by 5pm on Monday, 8/26.

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

TIPS:

- **Friendly Payroll Reminders** are sent daily for shifts missing punch out times. Please respond to these within 48 hours to resolve the error. Please let us know if you need our assistance

- Make sure to do a **midyear tax checkup** to avoid surprises later. Review your pay stub, update your address, update your marital status or your number of dependents.

- In Dayforce go to Your PROFILE and then to FORMS to **review all of your personal information**.

- **Update your Emergency Contacts** in the event that there is a need for us to contact someone on your behalf.

Pay Cards: For new associates who have not entered banking information by the time that we process the first paycheck, a Rapid Pay card will be issued. An email communication will be sent when this is added to the associate's profile and the pay card will be mailed to the address that we have in Dayforce. The bottom of the earnings statements details the account information where a deposit was sent.

Tax withholding "checkup" links:
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". 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:
Go to the Time Away area in Dayforce 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.