

GETTING PAID!

Pay Period: 12/4/2022 to 12/17/2022

Pay Date: 12/27/2022



Payroll Adjustments:

Timesheets Will Be Locked:

Tax or Direct Deposit Changes by:

Friday December 16 at 5:00 p.m.

Monday December 19 at 5:00 p.m.

Monday December 19 at 5:00 p.m.

"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.

END OF YEAR TIPS:

- **Please help us reduce processing expenses by consenting to receive your Year End Tax Statement electronically. Once your W-2 has been generated, you can find it under Earnings / Year End Forms.**

Setting up this mode of delivery is quick and easy:

1. Log into Dayforce
 2. From the Home page, click Profile & Settings located under your name and job title
 3. Click Profile
 4. Scroll down to the Work Information section and over to Payroll Information
 5. Click the blue pencil (edit button) next to Year End Form Delivery
 6. Check the box next to W-2 which is located under the heading "Consent to deliver your Year End statement electronically without receiving a paper statement"
 7. Click Approve
- 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.