

GETTING PAID!

Pay Period: 2/12/2023 to 2/25/2023

Pay Date: 3/7/2023



Payroll Adjustments:

Friday, February 24, 5:00 p.m.

Timesheets Locked:

Monday, February 27, 5:00 p.m.

Submit Direct Deposit or Tax Changes by:

Monday, February 27, 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

W-2s are available electronically and have all been mailed to associates who selected a paper copy.

- 1) If you have not received yours, please go to your Dayforce account where you can download a copy.**
- 2) Please also make sure that your address is correct in Dayforce.**

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". 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 view balances from the Balance tab in your Timesheet. **Please submit all PTO, Sick or Bereavement requests from your Dayforce profile so that your manager will be notified.**

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