

GET PAID!



THIS PAY PERIOD: April 9 – 22, 2023

PAY DATE: May 2, 2023

Payroll Deadlines

Payroll Adjustments:	Friday, April 21, 5:00 p.m.
PTO and SICK Time Submitted:	Friday, April 21, 5:00 p.m.
Timesheets Locked:	Monday, April 24, 5:00 p.m.
Direct Deposit or Tax Changes Submitted:	Monday, April 24, 5:00 p.m.

NEXT PAY PERIOD: April 23 – May 6, 2023

PAY DATE: May 16, 2023

Payroll Deadlines

Payroll Adjustments:	Friday, May 5, 5:00 p.m.
PTO and SICK Time Submitted:	Friday, May 5, 5:00 p.m.
Timesheets Locked:	Monday, May 8, 5:00 p.m.
Direct Deposit or Tax Changes Submitted:	Monday, May 8, 5:00 p.m.

FOLLOWING PAY PERIOD: May 7 – 20, 2023

PAY DATE: May 30, 2023

Payroll Deadlines

Payroll Adjustments:	Friday, May 19, 5:00 p.m.
PTO and SICK Time Submitted:	Friday, May 19, 5:00 p.m.
Timesheets Locked:	Monday, May 22, 5:00 p.m.
Direct Deposit or Tax Changes Submitted:	Monday, May 22, 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- 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 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 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