GET PAID!

THIS PAY PERIOD: Sept 10 – 23, 2023 PAY DATE: October 3, 2023

Payroll Deadlines

Payroll Adjustments:	Friday, September 22, 5:00 p.m.
PTO and SICK Time Submitted:	Friday, September 22, 5:00 p.m.
Timesheets Locked:	Monday, September 25, 5:00 p.m.
Direct Deposit or Tax Changes Submitted:	Monday, September 25, 5:00 p.m.

NEXT PAY PERIOD: Sept 24 – Oct 7, 2023 PAY DATE: October 17, 2023

Payroll Due Dates

Payroll Adjustments:	Friday, October 6, 5:00 p.m.
PTO and SICK Time Submitted:	Friday, October 6, 5:00 p.m.
Timesheets Locked:	Monday, October 9, 5:00 p.m.
Direct Deposit or Tax Changes Submitted:	Monday, October 9, 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