

GET PAID!



THIS PAY PERIOD: Nov 5 – 18, 2023

PAY DATE: November 28, 2023

Payroll Deadlines

Payroll Adjustments:	Friday, November 17, 5:00 p.m.
PTO and SICK Time Submitted:	Friday, November 17, 5:00 p.m.
Timesheets Locked:	Monday, November 20, 3:30 p.m.
Direct Deposit or Tax Changes Submitted:	Monday, November 20, 3:30 p.m.

NEXT PAY PERIOD: Nov 19 – Dec 2, 2023

PAY DATE: December 12, 2023

Payroll Deadlines

Payroll Adjustments:	Friday, December 1, 5:00 p.m.
PTO and SICK Time Submitted:	Friday, December 1, 5:00 p.m.
Timesheets Locked:	Monday, December 4, 5:00 p.m.
Direct Deposit or Tax Changes Submitted:	Monday, December 4, 5:00 p.m.

FOLLOWING PAY PERIOD: Dec 3 – 16, 2023

PAY DATE: December 26, 2023

Payroll Deadlines

Payroll Adjustments:	Friday, December 15, 5:00 p.m.
PTO and SICK Time Submitted:	Friday, December 15, 5:00 p.m.
Timesheets Locked:	Monday, December 18, 5:00 p.m.
Direct Deposit or Tax Changes Submitted:	Monday, December 18, 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

Addresses:

Please make sure your address in Dayforce is a current address. This can affect mailings and your state tax withholdings.

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**