

GET PAID!



THIS PAY PERIOD: Dec 31, 2023 – Jan 13, 2024 PAY DATE: January 23, 2024

Payroll Deadlines

Payroll Adjustments:	Thursday, January 11, 5:00 pm
PTO and SICK Time Submitted:	Thursday, January 11, 5:00 pm
Timesheets Locked:	Tuesday, January 16, 10:00 am
Direct Deposit or Tax Changes Submitted:	Tuesday, January 16, 10:00 am

NEXT PAY PERIOD: Jan 14 – 27, 2024

PAY DATE: February 6, 2024

Payroll Deadlines

Payroll Adjustments:	Thursday, January 25, 5:00 pm
PTO and SICK Time Submitted:	Thursday, January 25, 5:00 pm
Timesheets Locked:	Monday, January 29, 3:00 pm
Direct Deposit or Tax Changes Submitted:	Monday, January 29, 3:00 pm

FOLLOWING PAY PERIOD: Jan 28 – Feb 10, 2024 PAY DATE: February 20, 2024

Payroll Deadlines

Payroll Adjustments:	Thursday, February 8, 5:00 pm
PTO and SICK Time Submitted:	Thursday, February 8, 5:00 pm
Timesheets Locked:	Monday, February 12, 3:00 pm
Direct Deposit or Tax Changes Submitted:	Monday, February 12, 3:00 pm

“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

YEAR END TIPS

- Make sure your address in Dayforce.
- Please help us reduce processing expenses by consenting to receive your Year End Tax Statement electronically. Once your W-2 has been granted, you can find it in Dayforce under Earnings/Year End Forms.
- Electronic forms will be available after January 5th. This is the quickest way to receive your W-2 form. Paper forms will be delivered by USPS no later than January 31, 2024.
- To set up your electronic Year End Tax Statement, log into Dayforce and click Year End Tips box.

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**