GET PAID!

THIS PAY PERIOD: April 20-May 3, 2025 **PAY DATE: May 13, 2025**

Payroll Deadlines

Payroll Adjustments:	Friday, May 2, 5:00 pm
PTO and SICK Time Submitted:	Friday, May 2, 5:00 pm
Timesheets Locked:	Monday, May 5, 3:00 pm
Direct Deposit or Tax Changes Submitted:	Monday, May 5, 3:00 pm

NEXT PAY PERIOD: May 4-17 **PAY DATE: May 27, 2025**

Payroll Deadlines

Payroll Adjustments:	Friday, May 16, 5:00 pm
PTO and SICK Time Submitted:	Friday, May 16, 5:00 pm
Timesheets Locked:	Monday, May 19, 3:00 pm
Direct Deposit or Tax Changes Submitted:	Monday, May 19, 3:00 pm

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Do it Daily:

- Best practice is to review timesheets frequently throughout the pay period and to finalize on Friday or Saturday at the end of each week.
- Please have associates submit Time Away requests before Friday so that you can approve them before the accruals are calculated.
  - Sick and vacation accruals are calculated on the Sunday after the end of the pay period.
  - Timesheets with accurate records at that time will reflect an update to date accrual. It may take another pay period for accruals to catch up when approved after Sunday.

Reports:
To identify timesheets with unapproved time at any time during the payroll period, go to the *REPORTS* area on the *Timesheets* screen. Run the ***Unauthorized Records Report*** for your department. Make sure to update the date to the current pay period and *uncheck all boxes except SHOW MANAGER UNAUTHORIZED RECORDS*

Mobile App:
Just a reminder that the Dayforce mobile app can be used to approved timesheets. Instructions for configuring the Dayforce mobile app can be found in the reference section of the Dayforce HUB.

We greatly appreciate YOU and hope this email provides helpful information so that you can manage your timesheets efficiently.

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