

Subject: Mass Submit Update

Audience: **Biweekly Employees**

Frequency: Every other Friday – one day prior to end of pay period

Time: 2:00 pm

End Date: TBD

**Effective August 1, 2024**, there will be a slight change to the timesheet submission process. The Payroll Office will no longer be able to submit and approve timesheets in bulk for all employees. To ensure timely paychecks, all hourly employees must enter and submit their time for hours worked.

Please refer to the [2024 biweekly payroll calendar](#) for time entry open dates. **Time must be entered, submitted and approved by your supervisor by the noon deadline on the Monday processing date to be included for payment on Friday, the scheduled payday.**

We will monitor timesheet processes over the next few pay cycles and will communicate with employees, timekeepers and supervisors to ensure timely processing by the Monday noon deadline.

Beginning with the August 11<sup>th</sup> – August 24<sup>th</sup> pay period, if time is not entered, submitted and approved by the deadline, you will not be paid on the scheduled Friday pay date.

The [Enter, Submit and Correct Time](#) Quick Reference Guide provides process guidance. It is your responsibility to enter and submit your timesheets on time to be paid.

Payroll Services

[payroll@louisville.edu](mailto:payroll@louisville.edu)