

Subject: Mass Submit Update

Audience: **Supervisors**

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.

The mass submission and approval of biweekly timesheets was always intended to be a temporary process as the university transitioned from PeopleSoft to Workday. We will monitor timesheet processes over the next few pay cycles and will communicate with employees and supervisors to ensure timely processing by the Monday deadline.

It is the responsibility of hourly employees to enter and submit time for hours worked. Additionally, it is your responsibility as a supervisor to approve these hours. Beginning with the August 11th – August 24th pay period, **time must be entered, submitted and approved by the noon deadline on the Monday processing date to be included for payment on Friday, the scheduled pay day.** Please refer to the [Payroll Biweekly Calendar](#) for processing dates.

If time is not approved by the noon deadline, it will be processed on the next regular payroll unless you submit a [Special Check Request](#) and send it to [Payroll Services](#) in order for the employee to be paid on the next available off-cycle process. Off cycles are processed on Wednesdays, with a check date of Friday.

If you will be out of the office when timesheets need to be approved, please remember to set up a delegate for time approval. This will allow the delegate to approve the timesheet and pay the employee on time.

Please refer to the following resources for additional guidance:

- When a supervisor will be out of the office ([Set Up Delegation](#))
- Additional guidance ([Delegation – Act on Behalf of](#))
- The [Supervisor Timesheet Approval](#) Quick Reference Guide

Payroll Services

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