

Subject: Mass Submit Update

Audience: **Timekeepers**

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.

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 your responsibility as a timekeeper to review timesheets for all biweekly employees in your area to ensure those employees have both reported and submitted their time before the **payroll deadline**. **Time must be entered, submitted and approved by supervisors by the noon deadline on the Monday processing date to be included for payment on Friday, the scheduled payday.**

Beginning with the August 11th – August 24th pay period, if time is not approved by the noon deadline, it will be processed on the next regular payroll unless a **Special Check Request** is submitted to **Payroll Services**. Then the employee will be paid on the next available off-cycle process. Off-cycles are processed on Wednesdays, with a check date of Friday.

Please refer to following resources for additional guidance:

- When a supervisor will be out of the office (**Set Up Delegation**)
- Additional guidance (**Delegation – Act on Behalf of**)
- **Timekeeper Weekly Reviews** Quick Reference Guide

Payroll Services

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