

Payroll – Timelines, Requirements, and Resources

Last Modified on 04/01/2024 11:05 am PDT

Please reach out by phone: (360) 450-4624, or by email: payroll@wellhaven.com if there is anything we can do to support you with Paycom or payroll.

Payroll Approval, Processing, and Timelines

Pay Periods

- First Pay Period: 1st – 15th, paid on the 25th or earlier
- Second Pay Period: 16th – End Of Month, paid on the 10th or earlier

Weekends or holidays within the payroll timeline move deadlines/check dates to the previous business day (sooner).

Approval/Processing Timelines

Initial approvals are due on the first *business day* after the period ends.

- This may be moved forward due to holidays and weekends.
- Earliest dates: 1st or 16th
- [All Personnel Action Forms \(PAF\)](#) should be submitted by this day.
 - This includes *terminations* and *Internal Relief Days* for the pay period.

Final corrections/approvals are due before 8am PST, two business days before payroll is processed.

- The latest this would occur is the 6th or 21st
- Timecards must be fully approved for changes to be applied to the payroll.
- Please notify payroll@wellhaven.com of any changes that occur after the initial approval due date.
- Direct deposit changes made after payroll processing will not be applied.

Expected Payroll Approvals:

Note: Resources below that are direct links to Paycom require you to be logged in to view the content.

- Time-off requests
 - [Batch-Approve Time-Off Requests](#) (Paycom)
 - [Time-Off Calendar](#) (Paycom)
- Punch Change requests
 - [Punch Change Requests](#) (Paycom)

Time-Off and Punch Change Requests should be approved at the earliest opportunity.

- [Expenses](#) (Paycom)
 - See the Expenses & Travel Reimbursement tab above if you need more details on the process.

Timecard Approval TIPS:

- Missing Punches can be identified through the [Missing Punch Report](#)
- Filter your employee list by using the [Timecard Search](#)

Payroll/Paycom Resource Links for Managers

Note: Resources below that are direct links to Paycom require you to be logged in before it will take you to the content.

- Calendar
 - [HR & Payroll Dates Calendar](#)
- General/Login
 - You can assist your team with Employee Self-Service ([ESS®](#)) login issues through [Login Management \(paycomonline.net\)](#) (Paycom)
 - [Paycom Help Menu](#) (Paycom)
- Managing Time-Off Requests
 - [Managing Employee Time-Off Requests](#) (Guide)
 - [Batch-Approve Time-Off Requests](#) (Paycom)
 - [Time-Off Calendar](#) (Paycom)
 - [Timecard Search](#) (Paycom)
 - [Paycom - PTO Reports for Managers](#) (Guide)
 - [PTO Overview](#) (Benefits Guide)
- Managing Punch Change Requests
 - [Punch Change Requests](#) (Paycom)
 - [Missing Punch Report](#) (Paycom)
- Managing Expenses (Paycom)
 - [How to Approve or Deny Expenses](#) (Job aid)
- Creating Schedules in Paycom
 - [Paycom Scheduler for Managers](#) (Guide & Job aids)
- Onboarding Employees in Paycom
 - [Onboarding - Paycom](#) (Guide)

Payroll/Paycom Resource Links for All Employees

Note: Resources below that are direct links to Paycom require you to be logged in before it will take you to the content.

- General/Login
 - Employee Self-Service ([ESS®](#)) login (Paycom)
- Schedules
 - [Time Clock Kiosk to Punch In/Out](#) (Guide & links to time clock for your region)
 - [View my Timesheet](#) (Paycom)
 - [Paycom Scheduler for Employees](#) (Job aid)

- Time-off Requests
 - [PTO Requests and Accruals](#) (Guide)
 - Submit a [Time-off Request](#)(Paycom)
 - View my [Accrual Details](#) (Paycom)
 - [PTO Overview](#) (Benefits Guide)
 - [Punch Change Requests](#) (Guide)
 - [Expenses](#) (Paycom)
 - [How to add expenses](#) (Job aid)
 - [Add/view my expenses](#) (Paycom)
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