

Payroll Approval, Processing, and Timelines

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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](#)
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