

Payroll Approval, Processing, and Timelines

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Training Video and PPT

- [Payroll Approvals Training Video](#) and [PowerPoint](#)

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.**

- All deadlines may be moved forward due to holidays and weekends.
- Initial deadline: 1st or 16th
- All [Personnel Action Forms \(PAF\)](#) affecting the pay period must be submitted by this date. This includes terminations and Internal Relief Days for the pay period.
- All corrections are due by 9am PST on the 3rd and 18th.
 - Timecards must be fully approved for changes to be applied to the payroll.
 - Please notify us at payroll@wellhaven.com or (360) 450-4624 of all changes that occur after the initial approval deadline.
 - 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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