Workforce Management Process for Payroll Off Cycle Checks

For units using Workforce Management (WFM), hours submitted after the 4:00 cut-off on Payroll Monday will be paid only if a Check Request is submitted (see the Check Request and instructions at http://ssc.jhu.edu/payroll/forms.html), otherwise hours will be paid on the next payroll.
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NOTE: Payroll must have the hours from Workforce Management in SAP in order to issue a payment.

After the 4:00 p.m. cut-off on 'Payroll Monday,' hours or corrections of hours must be entered into Workforce Management to be paid.

<u>**Schedule for corrections of hours entered into Workforce Management and sent to SAP on a correction file:**</u>

Week	Entered in Workforce Management by	Workforce Management correction file	Check Request Submitted by	Payment Date
Pay Week	Tues. by 5 PM	Tuesday night	Friday 11 AM	Payday
Pay Week	Wed. by 5 PM	Wed. night	Friday 11 AM	Payday
Pay Week	Thurs. by 5 PM	Thurs. night	Friday 11 AM	Payday
Pay Week	Friday by 5 PM	Friday night	Monday 11 AM	Monday
Off Week	Mon. by 5 PM	Monday night	Wed 11 AM	Wednesday
Off Week	Tues. by 5 PM	Tuesday night	Wed 11 AM	Wednesday
Off Week	Wed. by 5 PM	Wed. night	Friday 11 AM	Friday
Off Week	Thurs. by 5 PM	Thurs. night	Friday 11 AM	Friday
Off Week	Friday by 5 PM	Friday night	N/A	Next Payday

After Payroll Monday, payment requests received by that Thursday at 11 AM will generally be paid on pay day and distributed with regular checks.

Payment requests after Thursday of pay week will be mailed to the employee's home or picked up at payroll office.

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