

**To:** WUI Non-Exempt Employees

**Re:** Timesheet Submission and Payroll Processing

Payroll is processed twice a month with **paychecks deposited to your accounts on the 10th and 25th of each month**. When the payroll date falls on a weekend or holiday, your paycheck will be deposited on the prior business day.

To ensure that you are paid in a timely manner, we ask that you adhere to the following submission dates each month.

**For payroll on the 10<sup>th</sup>**

Submit your timesheet and expense reports **by the end of day on the 4th of each month**. This pay period covers from the **20th to the 4th of the month**.

**For payroll on the 25<sup>th</sup>**

Submit your timesheet and expense reports **by the end of day on the 19th of each month**. This pay period covers from the **5th to the 19th of the month**.

In order to accurately process your pay, all supporting documentation, i.e. expense receipts, must be included. Kindly send your timesheet to Allyson Scillitani ([ascillitani@women-unlimited.com](mailto:ascillitani@women-unlimited.com)), appropriate area manager for approval, and Debbie Schroeder. Once your new employment forms have been processed, you will be provided with access to your pay record (paystub) online.

Instructions on how to access this information will be forwarded to your attention.

If you have any questions, please feel free to contact Debbie Schroeder.