Payroll Calendar

January ~ June 2012

General Information

Payroll is processed monthly.

A pay day is the last weekday (Monday ~ Friday) of the month. If the last weekday of the month is a federal or banking holiday, the preceding weekday will be a pay day. A pay day may coincide with a DigiPen holiday.

Timesheet Flow and Deadlines

The timesheet deadlines apply to those who are paid by timesheet, and their supervisors.

A timesheet must meet the deadlines to be paid on a pay day each month.

The employees are encouraged to make and retain copies of their timesheets for their own record.

The timesheet that is incomplete, illegible or shows discrepancy will be returned to the responsible party for verification and may miss a deadline.

The late timesheet will be paid on the following month’s pay day, whether it is the employee or supervisor who is at fault.

Refer to the Payroll Calendar for the exact cut-off dates. Those dates are also printed on each timesheet.

The Payroll Calendar of July ~ December 2012 will be available online and in the office, no later than June 15, 2012.

Please email any questions to ytaber@digipen.edu

Deadline for Employee

An hourly paid Employee submits timesheet to Supervisor no later than ten (10) DigiPen business days prior to pay day

Deadline for Supervisor

A Supervisor approves and forwards Employee’s timesheet to the Human Resources no later than eight (8) DigiPen business days prior to pay day

Deadline for Human Resources

The Human Resources verifies and forwards the timesheet to Payroll/Accounting no later than six (6) DigiPen business days prior to pay day

Pay Day

A pay day is the last weekday (Monday ~ Friday) of the month. If the last weekday of the month is a federal or banking holiday, the preceding weekday will be a pay day. A pay day may coincide with a DigiPen holiday.

December 2011

Accounting Department

https://www.digipen.edu/current-students/accounting/