

## Bi-Monthly Payroll Employee Pay Cycle Overview

This past fiscal year (FY 2023), the Payroll Office recorded a much higher than normal number of “emergency paycheck requests” for our staff assigned to the semi-monthly payroll who were not paid timely. Therefore, if you are an employee assigned to the semi-monthly payroll, or a supervisor of an employee assigned to the semi-monthly payroll, please review these recommendations and reminders to ensure the successful and timely completion of these payrolls.

### Know Your Payroll Schedule and Deadlines:

Employees assigned to the semi-monthly payroll (i.e., students, part time non-students, and temporary staff assignments) are paid twice a month through the semi-monthly payroll for the periods listed below and using this [planned schedule](#) for FY2024. To process a paycheck for a period, an approved timecard is required to be reflected in the system by 3 pm as defined on this schedule.

Period 1	Days 1 thru 15 of the month
Period 2	Days 16 thru the last day of the month

Timesheets not approved by the supervisor by established deadlines will result in an unnecessary delay in producing the employee's paycheck.

**Below, we have outlined responsibilities of employees, supervisors, and additional resources available for your reference to ensure consistent compliance with associated payroll function and deadlines:**

#### Employee:

1. Maintain accurate timekeeping records; include all hours worked.
2. [Submit your timesheet](#) on the last day of the period, which is the due date – this action can also be submitted via most mobile devices. If the due date falls on a weekend, submit your timecard on the Friday before.
  - a. Once submitted, your supervisor will receive an email notification to review and approve your timecard.
3. You too will receive an email notification when your supervisor approves your timecard. This is your ‘time stamp’ notice of when your submitted hours were approved.

#### Supervisor:

1. Ensure that all active wage employees under your responsibility who have worked during a period consistently submit their timesheets by the due date.
2. You will receive an email notification when the timesheet for your employee is ready for your [approval](#) (due by 3 pm on the due date) – this approval can also be completed via most mobile devices. Please note that this notification will be sent to you only once during this timeframe.
3. If you are unavailable to approve for a specified period, you may temporarily [delegate](#) the timesheet approval responsibility to a [proxy](#).

**Additional Resources:**

1. Training sessions are available throughout the fiscal year. Please visit the [UTRGV Training Services](#) portal to obtain a list of upcoming sessions.
2. Refer to the [Payroll](#) website for a complete list of time entry user guides for both employee and supervisor.

For additional information, you may call the Payroll Office at 956-665-2558 or via email at [payroll@utrgv.edu](mailto:payroll@utrgv.edu).

