Payroll Deadlines for PPE 12/22/2022 and 01/05/2023

Pay Period 12/9-12/22
Gift Days/Holidays
Pay Period 12/23-1/5/2023
Time and Time Off Due

Pay period 12/09/2022 - 12/22/2022 will have early deadlines due to the upcoming university holiday closure from 12/21/2022 – 01/02/2022.

- The time entry period is now open for time entry.

- OPS hourly & Non-Exempt USPS employees will need to project time worked or have time off reported for Thursday, December 15, 2022, through Tuesday, December 20, 2022 (or through Thursday, December 22 if they must work) **by 12:00 p.m. (Noon) on Thursday, December 15.**

NOTE: Eligible non-exempt employees will need to report time worked or have approved time off on their schedule **prior to Wednesday, December 21, 2022**, in order to receive gift days and holiday hours to their timesheet through January 2, 2023.

- All employees and Timekeepers must have time entered and submitted by **Thursday December 15, 2022, at 12:00 p.m. (Noon).**

- Managers must have all staff time approved by **Thursday, December 15, 2022, at 2:00 p.m.**

- OPS hourly and non-exempt USPS should **NOT** check in/out in Workday (or from any external source) between 12/15/2022 – 12/22/2022. The time entry period will be locked for payroll processing on Thursday, December 15, 2022, at 2:00 p.m.

- Any worked time overage between 12/15/2022 – 12/22/2022 should be

communicated to the employee's manager. Managers and Timekeepers will have one opportunity, starting Wednesday, December 28, 2022, through Friday, January 6, 2023, to retroactively add additional hours worked during the period.

Pay period 12/23/2022 – 1/5/2023 will adhere to normal deadlines.
- No projection will be needed during this time.

- Employees may continue to check in/out daily from Workday, and from all external sources, starting Friday, December 23, 2022.

- Employees and Timekeepers must have all time submitted **by Friday, January 6, 2023, at 12:00 p.m. (Noon).**

- Managers must have all time approved **by Friday, January 6, 2023, at 2:00 p.m.**

NOTE: If employees plan on taking time off from Tuesday, January 3, 2023, through Thursday, January 5, 2023, it is important that the time off is **requested and approved by December 20, 2022.**

How do OPS hourly & Non-Exempt USPS employees project time?
- All non-exempt employees (*except for those in Facilities and Business Operations*) can manually add time blocks to their own timesheet. Please refer to the Workday knowledge article "**Enter Time Worked in Time Tracking**" and scroll to topic 3 for step-by-step instructions.

- Non-exempt employees in *Facilities and Business Operations* will need to work closely with their manager or timekeeper to assist with projecting time worked.

How can Managers and Timekeepers assist?
As a manager or timekeeper you can:
- Add time blocks to the employee's timesheet just like the employee would by following the Workday knowledge article "**Enter Time Worked in Time Tracking**" and scrolling to topic 3 for step-by-step instructions.

- Do a copy from schedule per week and skip any time and/or time off already added by the employee. Refer to the knowledge article "**Projecting Time on an Employee's Timesheet**" for step-by-step instructions.

If you have questions or issues with time tracking, contact kNEXT or submit a Workday Help Case.