

PAYROLL DEADLINES

WORKFLOW & TIMELINE

The weekly payroll cycle cutoffs are set by BU Central Payroll and at that point the timesheets are locked for changes. We encourage departments to set earlier entry and approval deadlines with staff and students to ensure these cutoffs are not missed.

1

**Student Entry
Deadline:
SUNDAYS by 11:59PM**

**Non-Exempt Staff
Entry Deadline:
SUNDAYS by 11:59PM**

IF THE TIMESHEET IS MISSING OR INCORRECT:

- Supervisor is responsible for checking ALL timesheets for the individuals they supervise.
- If a student or staff member did not enter hours for the week, the supervisor should reach out to them directly to confirm.
- The supervisor is responsible for entering any hours for the student prior to the established deadline. Staff can edit timesheets for past weeks.

2

**Supervisor Timesheet
Approval Deadline:
MONDAYS by 12PM**

**Payroll will send an alert for any
early holiday cutoffs!**

3

**Student Payroll Cutoff:
TUESDAYS at 10AM**

**Staff Payroll Cutoff:
TUESDAYS at 12PM**

- Please approve employee timesheets prior to vacation/leave.
- Payroll will NOT approve student and staff timesheets without notification from supervisors prior to the deadline.
- If timesheets are not approved by the deadline, students and staff may not receive their payment for the week.



Have questions?
Need help with student or staff payroll?
Ask the Payroll Administrator!
gstpay@bu.edu