

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	1 st day of pay period 						
Week 2						Pay Day	Last day of Pay Period 
Week 3		Employee/Auditor Entry Completed by Noon Manager and Auditor Review	Manager approval by Noon Payroll Data Entry & Audit	Payroll Data Entry & Audit eSTAR Flows into PHRST/ End of Period Processing(EOPP) at noon			
Week 4			Pay Confirm by PHRST			Pay Day from Week 1 & 2	

- Managers can approve the timesheet prior to the Tuesday noon deadline.
- Once a manager has approved a timesheet it locks out the employee and auditors.
- **It is critical to follow the approval schedule so payroll has a chance to audit records prior to EOPP.**
- Once EOPP has ran, an Amendment would need to be completed to change prior pay period information. Only a manager and auditor (must be approved by manager) can amend a timesheet within the previous 28 days.