

## Payroll Processing Reminder

Please refer to this memo when preparing your payroll

### 1. Input Worksheets

- Please verify that the check date and pay period dates on your input worksheet are correct. Make changes on the Input Worksheet if necessary.
- Please total columns and number of checks. List in appropriate boxes on Input Worksheet.

### 2. Payroll Reporting

- Payroll hours should be reported the day prior to having payroll processed or before 9:00 a.m. the day of processing. Please allow 48 hours additional time for shipping and/or direct deposits.
- Direct debit/deposit clients must be processed two banking days prior to your check date. Refer to following schedule:

#### Check Date

Monday  
Tuesday  
Wednesday  
Thursday  
Friday

#### Reporting Date

Wednesday afternoon or Thursday before 9:00 a.m.  
Thursday afternoon or Friday before 9:00 a.m.  
Friday afternoon or Monday before 9:00 a.m.  
Monday afternoon or Tuesday before 9:00 a.m.  
Tuesday afternoon or Wednesday before 9:00 a.m.

- i. This two-day delay is recommended to insure direct deposits are in the bank account on the actual check date.
- ii. If a holiday occurs on a payroll week, the check date or reporting date may need to be adjusted.

### 3. Payroll Delivery and Shipping

Payroll received by 9:00 a.m. will be shipped or picked up the same day after 3:00 p.m. (if required).

### 4. Questions & Contacts

**Reporting Payroll:** info@paysmartpayroll.com

**Phone:** 573.445.5588 (local) | 888.611.7467 (long distance)

**Fax:** 888.583.3110

**E-mail:** info@paysmartpayroll.com

**Director of Operations:** [kami@paysmartpayroll.com](mailto:kami@paysmartpayroll.com) | extension 28

PaySmart

**Address:** 3400 Buttonwood Drive Suite B  
Columbia, MO 65201

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