

Sample UNDA Time and Labor Payroll Cycle



Pay Cycles begin on a Saturday and run for 21 Days.

Please note, Pay Cycles overlap. As per our example 25 February is Day 15 of Pay Cycle A is when approver/processing occurs however it is also the Day 1 of Pay Cycle B when Time Entry is to occur.

- **Day 1-14:** Employees can enter their time via mobile or desktop computer. Day 14 is the last day for employees to enter in time for Pay Cycle A.
- **Day 1-17:** Approvers can approve any submitted time for Pay Cycle A with final cut off for approval at 5pm on Day 17.
- **Day 17-18:** Payroll run Time Administration. This includes ensuring all exceptions have been handled, enabling payroll is clear to run.
- **Day 18:** Payroll is finalised.
- **Day 20:** Pay will start to appear in people's bank accounts.
- **Day 21:** Pay Cycle A is complete.

Guide:

- Last day for Timesheet Entry (for Pay Cycle A or B)
- Last Day for Timesheet Approvals (for Pay Cycle A or B)
- Automated reminder emails to Approvers (for pending approvals)

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
11 Feb – Day 1(A)	12 Feb – Day 2(A)	13 Feb – Day 3(A)	14 Feb – Day 4(A)	15 Feb – Day 5(A)	16 Feb – Day 6(A)	17 Feb – Day 7(A)
Employees Enter Time – Pay Cycle A						
Managers Approve Time – Pay Cycle A						
18 Feb – Day 8(A)	19 Feb – Day 9(A)	20 Feb – Day 10(A)	21 Feb – Day 11(A)	22 Feb – Day 12(A)	23 Feb – Day 13(A)	24 Feb – Day 14(A)
Employees Enter Time – Pay Cycle A						
Managers Approve Time – Pay Cycle A						
25 Feb – Day 15(A) & Day 1 (B)	26 Feb – Day 16(A) & Day 2 (B)	27 Feb – Day 17(A) & Day 3 (B)	28 Feb – Day 18(A) & Day 4 (B)	1 Mar – Day 19 (A) & Day 5 (B)	2 Mar – Day 20 (A) & Day 6 (B)	3 Mar – Day 21 (A) & Day 7 (B)
Managers Approve Time – Pay Cycle A Cut off COB Monday 27 Feb @ 5pm AWST					Pay Appears in Employee Bank	Pay Cycle A Completed
		Payroll Approves Pay Cycle A	Payroll Finalised			
Employees Enter Time – Pay Cycle B						
Managers Approve Time – Pay Cycle B						
4 Mar – Day 8 (B)	5 Mar – Day 9 (B)	6 Mar – Day 10 (B)	7 Mar – Day 11 (B)	8 Mar – Day 12 (B)	9 Mar – Day 13 (B)	10 Mar – Day 14(B)
Employees Enter Time – Pay Cycle B						
Managers Approve Time – Pay Cycle B						
11 Mar – Day 15(B) & Day 1(C)	12 Mar – Day 16(B) & Day 2 (C)	13 Mar – Day 17(B) & Day 3	14 Mar – Day 18(B) & Day 4 (C)	15 Mar – Day 19(B) & Day 5 (C)	16 Mar – Day 20(B) & Day 6 (C)	17 Mar – Day 21(B) & Day 7 (C)
Managers Approve Time – Pay Cycle B Cut off COB Monday 13 March @ 5pm AWST					Pay Appears in Employee Bank	Pay Cycle B Completed
		Payroll Approves Pay Cycle B	Payroll Finalised			
Employees Enter Time – Pay Cycle C						
Managers Approve Time – Pay Cycle C						