

Pay Period 6/24/2017–7/07/2017

Please note the following changes for pay period 6/24-7/07/17. This is due to the fiscal year-end/new fiscal year processes that need to be run prior to July 1, 2017.

Timesheets

Timesheets for the pay period 6/25-7/07/17 will not be distributed to locations until the week of July 3rd. If you have employees that will not be there that week to fill out their timesheet, please have them use a blank timesheet. Visit the [payroll forms web page](#) and select the link with the appropriate timesheet.

PACS Attendance Collection

PACS Attendance for the June 24–July 7, 2017 pay period will be collected on Friday, July 7, 2017, at 4:00 p.m. Please be sure to have your PACS Attendance posted and released by then. If you will not be available during this time period to post your payroll, be sure you have an approved backup available to post your payroll.