

PAYROLL &  
TIMEKEEPING

# Paycom Essentials



# Meet the Team

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**Daniel Weaver**  
Payroll Manager



**Ashley Alexander**  
Payroll Specialist



# Agenda

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- Manager Responsibilities During Payroll Week
- Payroll Best Practices
- PTO Policies & Request Approvals
- Final Pay – Process and Timelines
- Q/A & Thank You



# Your contribution makes a difference!

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- 1. Accurate payroll is no accident**
- 2. Slow and steady wins the race**
- 3. PTO approvals should connect the team member's schedule to the policy**
- 4. Timely payment of final wages starts with information**



# Manager Responsibilities During Payroll Week



# Approval Practices Reflection:

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**There are several ways to handle payroll approvals.  
What is your process?**

- A) Wait until the pay period ends and then see what needs to be approved before payroll.
- B) I handle each type of approval a little differently.
- C) Set up regular approval times in my week/ payroll cycle so that the list never gets too long.
- D) Approve items as they come in and then go through my approval checklist at the end of the period.
- E) Oh no! Payroll needs to be approved!!
- F) None of these quite sounds like me.



# Payroll Basics

## Pay periods:

**Period 1:** The 1<sup>st</sup> through the 15<sup>th</sup>.

- This is paid on the 25<sup>th</sup> (or sooner).

**Period 2:** The 16<sup>th</sup> through the end of the month.

- This is paid on the 10<sup>th</sup> of the following month (or sooner).

## Your Part:

Approvals/ submissions due by the 3<sup>rd</sup> and 18<sup>th</sup> each month -

- PAF requests
- Punch Change Requests
- All Time-Off must be approved
- Timecards must be fully approved

## Best Practices:

- Self-approved timecards
- Expense reimbursement review



# Best Practices

Date	Pay Code	IN	Allocation (tax)	OUT	IN	Allocation (tax)	OUT	Hours	Total Hours	Dollars			
SUN (01/11)													
MON (01/12)		07:30 AM	[800]-D...	11:00 AM	12:00 PM	[800]-D...	05:45 PM	9.25	9.25				
TUE (01/13)		07:30 AM	[800]-D...	12:37 PM	12:37 PM	[800]-D...	05:45 PM	10.25	10.25				
WED (01/14)		07:30 AM	[800]-D...	01:00 PM	01:37 PM	[800]-D...	05:45 PM	9.63	9.63				
THU (01/15)		07:30 AM	[800]-D...	01:00 PM	01:37 PM	[800]-D...	05:45 PM	9.63	9.63				
FRI (01/16)													
SAT (01/17)													
Weekly Totals								0.00		\$0.00			
SUN (01/18)													
MON (01/19)		<a href="#">08:30 AM</a>	[800]-D...	<a href="#">12:00 PM</a>	<a href="#">12:42 PM</a>	[800]-D...	<a href="#">05:20 PM</a>	8.13	8.13				
TUE (01/20)		<a href="#">08:30 AM</a>	[800]-D...	<a href="#">12:00 PM</a>	<a href="#">12:42 PM</a>	[800]-D...	<a href="#">05:20 PM</a>	8.13	8.13				
WED (01/21)													
THU (01/22)		<a href="#">08:30 AM</a>	[800]-D...	<a href="#">12:00 PM</a>	<a href="#">12:42 PM</a>	[800]-D...	<a href="#">05:20 PM</a>	8.13	8.13				
FRI (01/23)		<a href="#">08:30 AM</a>	[800]-D...	<a href="#">12:00 PM</a> 	<a href="#">12:42 PM</a>	[800]-D...	<a href="#">05:20 PM</a>	8.13	8.13				
SAT (01/24)		<a href="#">08:30 AM</a>	[800]-D...	<a href="#">12:00 PM</a>	<a href="#">12:42 PM</a>	[800]-D...	<a href="#">05:20 PM</a>	8.13	8.13				
Weekly Totals								40.65		\$0.00			
SUN (01/25)													
MON (01/26)		<a href="#">08:30 AM</a>	[800]-D...	<a href="#">01:20 PM</a>	<a href="#">01:50 PM</a>	[800]-D...	<a href="#">05:20 PM</a>	8.33	8.33				
TUE (01/27)		<a href="#">08:30 AM</a>	[800]-D...	<a href="#">01:20 PM</a>	<a href="#">01:50 PM</a>	[800]-D...	<a href="#">05:20 PM</a>	8.33	8.33				
WED (01/28)		<a href="#">08:30 AM</a>	[800]-D...	<a href="#">01:20 PM</a>	<a href="#">01:50 PM</a>	[800]-D...	<a href="#">05:20 PM</a>	8.33	8.33				
THU (01/29)		<a href="#">08:30 AM</a>	[800]-D...	<a href="#">01:20 PM</a>	<a href="#">01:50 PM</a>	[800]-D...	<a href="#">05:20 PM</a>	8.33	8.33				
FRI (01/30)													
SAT (01/31)		<a href="#">08:30 AM</a>	[800]-D...	<a href="#">01:20 PM</a>	??		<a href="#">05:20 PM</a>	4.83	4.83				
Weekly Totals								38.15		\$0.00			

Approve By Date

Approve Pay Period



Pay Period Totals 79.50 \$849.86

Date	Pay Code	IN	Allocation (tax)	OUT	IN	Allocation (tax)	OUT	Hours	Total Hours	Dollars		
SUN (01/11)												
MON (01/12)		07:30 AM	[800]-D...	11:00 AM	12:00 PM	[800]-D...	05:45 PM	9.25	9.25			
TUE (01/13)		07:30 AM	[800]-D...				5:45 PM	10.25	10.25			
WED (01/14)		07:30 AM	[800]-D...				5:45 PM	9.63	9.63			
THU (01/15)		07:30 AM	[800]-D...				5:45 PM	9.63	9.63			
FRI (01/16)												
SAT (01/17)												

**Pending Punch Change Requests**

There are pending Punch Change Request(s) for the date(s) you have selected to approve, would you like to approve the pending Punch Change Requests?

<b>Weekly Totals</b>								<b>0.00</b>	<b>\$0.00</b>		
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SUN (01/18)												
MON (01/19)		<a href="#">08:30 AM</a>	[800]-D...	<a href="#">12:00 PM</a>	<a href="#">12:42 PM</a>	[800]-D...	<a href="#">05:20 PM</a>	8.13	8.13			
TUE (01/20)		<a href="#">08:30 AM</a>	[800]-D...	<a href="#">12:00 PM</a>	<a href="#">12:42 PM</a>	[800]-D...	<a href="#">05:20 PM</a>	8.13	8.13			
WED (01/21)												
THU (01/22)		<a href="#">08:30 AM</a>	[800]-D...	<a href="#">12:00 PM</a>	<a href="#">12:42 PM</a>	[800]-D...	<a href="#">05:20 PM</a>	8.13	8.13			
FRI (01/23)		<a href="#">08:30 AM</a>	[800]-D...	<a href="#">12:42 PM</a>	<a href="#">12:42 PM</a>	[800]-D...	<a href="#">05:20 PM</a>	8.83	8.83			
SAT (01/24)		<a href="#">08:30 AM</a>	[800]-D...	<a href="#">12:00 PM</a>	<a href="#">12:42 PM</a>	[800]-D...	<a href="#">05:20 PM</a>	8.13	8.13			

<b>Weekly Totals</b>								<b>41.37</b>	<b>\$0.00</b>		
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SUN (01/25)												
MON (01/26)		<a href="#">08:30 AM</a>	[800]-D...	<a href="#">01:20 PM</a>	<a href="#">01:50 PM</a>	[800]-D...	<a href="#">05:20 PM</a>	8.33	8.33			
TUE (01/27)		<a href="#">08:30 AM</a>	[800]-D...	<a href="#">01:20 PM</a>	<a href="#">01:50 PM</a>	[800]-D...	<a href="#">05:20 PM</a>	8.33	8.33			
WED (01/28)		<a href="#">08:30 AM</a>	[800]-D...	<a href="#">01:20 PM</a>	<a href="#">01:50 PM</a>	[800]-D...	<a href="#">05:20 PM</a>	8.33	8.33			
THU (01/29)		<a href="#">08:30 AM</a>	[800]-D...	<a href="#">01:20 PM</a>	<a href="#">01:50 PM</a>	[800]-D...	<a href="#">05:20 PM</a>	8.33	8.33			
FRI (01/30)												
SAT (01/31)		<a href="#">08:30 AM</a>	[800]-D...	<a href="#">01:20 PM</a>	<a href="#">01:56 PM</a>		<a href="#">05:20 PM</a>	8.23	8.23			

<b>Weekly Totals</b>								<b>41.57</b>	<b>\$0.00</b>		
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Date	Pay Code	IN	Allocation (tax)	OUT	IN	Allocation (tax)	OUT	Hours	Total Hours	Dollars			
SUN (01/11)													
MON (01/12)		07:30 AM	[800]-D...	11:00 AM	12:00 PM	[800]-D...	05:45 PM	9.25	9.25				
TUE (01/13)		07:30 AM	[800]-D...	12:37 PM	12:37 PM	[800]-D...	05:45 PM	10.25	10.25				
WED (01/14)		07:30 AM	[800]-D...	01:00 PM	01:37 PM	[800]-D...	05:45 PM	9.63	9.63				
THU (01/15)		07:30 AM	[800]-D...	01:00 PM	01:37 PM	[800]-D...	05:45 PM	9.63	9.63				
FRI (01/16)													
SAT (01/17)													
Weekly Totals								0.00		\$0.00			
SUN (01/18)													
MON (01/19)		<a href="#">08:30 AM</a>	[800]-D...	<a href="#">12:00 PM</a>	<a href="#">12:42 PM</a>	[800]-D...	<a href="#">05:20 PM</a>	8.13	8.13				
TUE (01/20)		<a href="#">08:30 AM</a>	[800]-D...	<a href="#">12:00 PM</a>	<a href="#">12:42 PM</a>	[800]-D...	<a href="#">05:20 PM</a>	8.13	8.13				
WED (01/21)													
THU (01/22)		<a href="#">08:30 AM</a>	[800]-D...	<a href="#">12:00 PM</a>	<a href="#">12:42 PM</a>	[800]-D...	<a href="#">05:20 PM</a>	8.13	8.13				
FRI (01/23)		<a href="#">08:30 AM</a>	[800]-D...	<a href="#">12:42 PM</a>	<a href="#">12:42 PM</a>	[800]-D...	<a href="#">05:20 PM</a>	8.83	8.83				
SAT (01/24)		<a href="#">08:30 AM</a>	[800]-D...	<a href="#">12:00 PM</a>	<a href="#">12:42 PM</a>	[800]-D...	<a href="#">05:20 PM</a>	8.13	8.13				
Weekly Totals								41.35		\$0.00			
SUN (01/25)													
MON (01/26)		<a href="#">08:30 AM</a>	[800]-D...	<a href="#">01:20 PM</a>	<a href="#">01:50 PM</a>	[800]-D...	<a href="#">05:20 PM</a>	8.33	8.33				
TUE (01/27)		<a href="#">08:30 AM</a>	[800]-D...	<a href="#">01:20 PM</a>	<a href="#">01:50 PM</a>	[800]-D...	<a href="#">05:20 PM</a>	8.33	8.33				
WED (01/28)		<a href="#">08:30 AM</a>	[800]-D...	<a href="#">01:20 PM</a>	<a href="#">01:50 PM</a>	[800]-D...	<a href="#">05:20 PM</a>	8.33	8.33				
THU (01/29)		<a href="#">08:30 AM</a>	[800]-D...	<a href="#">01:20 PM</a>	<a href="#">01:50 PM</a>	[800]-D...	<a href="#">05:20 PM</a>	8.33	8.33				
FRI (01/30)													
SAT (01/31)		<a href="#">08:30 AM</a>	[800]-D...	<a href="#">01:20 PM</a>	??		<a href="#">05:20 PM</a>	4.83	4.83				
Weekly Totals								38.15		\$0.00			





# What to watch for: Breaks

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## NO LUNCH BREAK

THU (01/01)	<u>07:26 AM</u>	[800]-D...	<u>06:18 PM</u>	10.87
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## INTERRUPTED LUNCH BREAK

FRI (01/09)	<u>07:37 AM</u>	[800]-D...	<u>11:57 AM</u>	<u>12:25 PM</u>	[800]-D...	<u>06:00 PM</u>	9.91
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## DUPLICATE PUNCHES

TUE (01/13)	<u>07:30 AM</u>	[800]-D...	<u>12:37 PM</u>	<u>12:37 PM</u>	[800]-D...	<u>05:45 PM</u>	10.25
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- OR -

TUE (01/06)	<u>08:00 AM</u>	[800]-D...	<u>12:30 PM</u>	<u>06:00 PM</u>	[800]-D...	<u>05:01 PM</u>	4.52
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# Other Watch Areas

## INACCURATE USE OF PTO OR UNPAID TIME-OFF

SAT (01/03)	<a href="#">08:00 AM</a>	[800]-D...	<a href="#">11:28 AM</a>	<a href="#">12:16 PM</a>	[800]-D...	<a href="#">06:05 PM</a>	9.29
	[HNN] Paid Time Off	[800]-D...					10.00 19.29
THU (02/12)	[PHH] Floating Holiday	[800]-D...					10.00 10.00
FRI (02/13)	[CEH] Continuing Education	[800]-D...					10.00 10.00
FRI (02/13)	[HNN] Paid Time Off	[800]-D...					10.00 10.00
SAT (02/14)	[HNN] Paid Time Off	[800]-D...					10.00 10.00
Weekly Totals							54.00 <span style="color: red;">●</span>

## FIRST OR LAST DAY OF THE PERIOD NOT APPROVED

WED (01/28)	<a href="#">08:30 AM</a>	[800]-D...	<a href="#">01:20 PM</a>	<a href="#">01:50 PM</a>	[800]-D...	<a href="#">05:20 PM</a>	8.33
THU (01/29)	<a href="#">08:30 AM</a>	[800]-D...	<a href="#">01:20 PM</a>	<a href="#">01:50 PM</a>	[800]-D...	<a href="#">05:20 PM</a>	8.33
FRI (01/30)							
SAT (01/31)	<a href="#">08:30 AM</a>	[800]-D...	<a href="#">01:20 PM</a>	<a href="#">01:56 PM</a>		<a href="#">05:20 PM</a>	8.23

## DID NOT PUNCH IN OR OUT

# Payroll Best Practices

**Plan**

Accurate payroll is no accident

**Slow**

Slow down and take the appropriate time to review timecards.

Date	Pay Code	IN	Allocation (tax)	OUT	IN	Allocation (tax)	OUT	Hours	Total Hours	Dollars		
SUN (12/28)												
MON (12/29)												
TUE (12/30)												
WED (12/31)		07:30 AM	[800]-D...	12:00 PM	01:06 PM	[800]-D...	06:05 PM	9.48	9.48			
THU (01/01)		<a href="#">07:26 AM</a>	[800]-D...	<a href="#">06:18 PM</a>				10.87				
	[HOL] Holiday		[800]-D...					8.00	18.87			
FRI (01/02)	[HNH] Paid Time Off		[800]-D...					10.00	10.00			
SAT (01/03)		<a href="#">08:00 AM</a>	[800]-D...	<a href="#">11:39 AM</a>	<a href="#">12:16 PM</a>	[800]-D...	<a href="#">06:05 PM</a>	9.29				
	[HNH] Paid Time Off		[800]-D...					10.00	19.29			
Weekly Totals								48.16		\$0.00		
SUN (01/04)												
MON (01/05)												
TUE (01/06)		<a href="#">08:00 AM</a>	[800]-D...	<a href="#">12:30 PM</a>	<a href="#">06:00 PM</a>	[800]-D...	<a href="#">06:01 PM</a>	4.52	4.52			
WED (01/07)		<a href="#">08:00 AM</a>	[800]-D...	<a href="#">12:30 PM</a>	<a href="#">01:30 PM</a>	[800]-D...	<a href="#">06:00 PM</a>	9.00	9.00			
THU (01/08)		<a href="#">08:00 AM</a>	[800]-D...	<a href="#">12:30 PM</a>	<a href="#">01:30 PM</a>	[800]-D...	<a href="#">06:00 PM</a>	9.00	9.00			
FRI (01/09)		<a href="#">07:37 AM</a>	[800]-D...	<a href="#">11:57 AM</a>	<a href="#">12:25 PM</a>	[800]-D...	<a href="#">06:00 PM</a>	9.91	9.91			
SAT (01/10)												
Weekly Totals								32.43		\$0.00		
SUN (01/11)												
MON (01/12)		<a href="#">07:30 AM</a>	[800]-D...	<a href="#">11:00 AM</a>	<a href="#">12:00 PM</a>	[800]-D...	<a href="#">05:45 PM</a>	9.25	9.25			
TUE (01/13)		<a href="#">07:30 AM</a>	[800]-D...	<a href="#">12:37 PM</a>	<a href="#">12:37 PM</a>	[800]-D...	<a href="#">05:45 PM</a>	10.25	10.25			
WED (01/14)		<a href="#">07:30 AM</a>	[800]-D...	<a href="#">01:00 PM</a>	<a href="#">01:37 PM</a>	[800]-D...	<a href="#">05:45 PM</a>	9.63	9.63			
THU (01/15)		<a href="#">07:30 AM</a>	[800]-D...	<a href="#">01:00 PM</a>	<a href="#">01:37 PM</a>	[800]-D...	<a href="#">05:45 PM</a>	9.63	9.63			
FRI (01/16)												
SAT (01/17)												
Weekly Totals								38.76		\$0.00		

Totals | Approvals | Attestations

View Summary By Pay Period

Pay Code	Allocation	Tax Profile	Hours	Rate	Dollars
HOL Holiday Effective 08/01/2022	[800] -De Novo Allocation Hospital-Primary-Not Hired/ Duplicate/ Test-WELLHAVEN PETHEALTH WA LLC	WA/WA/WA/WC (2)	8.00	\$10.60	\$84.80
R Regular Effective 08/01/2022	[800] -De Novo Allocation Hospital-Primary-Not Hired/ Duplicate/ Test-WELLHAVEN PETHEALTH WA LLC	WA/WA/WA/WC (2)	91.35	\$10.60	\$968.31
HNH Paid Time Off Effective 08/01/2022	[800] -De Novo Allocation Hospital-Primary-Not Hired/ Duplicate/ Test-WELLHAVEN PETHEALTH WA LLC	WA/WA/WA/WC (2)	20.00	\$10.60	\$212.00
Pay Period Totals			119.35		\$1,265.11

# Payroll Best Practices

## **Plan**

Accurate payroll is no accident

## **Slow**

Slow down and take the appropriate time to review timecards.

## **Use**

Use all the tools at your disposal

## **Call**

When in doubt – Give payroll a call

## **Review**

Once you have resolved any outstanding items, double check.

0 response submitted

## Which timecards need to be approved?

A receptionist who started after the period ended

An active, hourly-as-needed technician that is currently away at school

The current timecard for a term two days after the period ended



1 of 1





# PTO Policies & Requests



# PTO Policy Overview

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- PTO Includes the following:

- Sick Pay

- Vacation Time Off

- Personal Time Off

- Eligibility

- Full Time (30+ hours/week)

- Employees will accrue PTO starting on first day of hire or status change

- PTO is available for use after ninety (90) days of hire or status change



# PTO Usage Guidelines

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- Team members must use accrued PTO for absences allowed by company policy
- Unpaid time off is only allowed after all PTO has been exhausted
- Insufficient PTO? Work with team members on how to handle the remaining time
  - Options: Unpaid Time Off, Floating Holiday, Sick Leave (if applicable)
- Team members should follow hospital procedures for requesting PTO prior to confirming and purchasing travel for vacations or personal time



# PTO Accrual Rate

Employee Classification	PTO Accrual Per Pay Period	Annual PTO Accrual	Maximum PTO Accrual CAP	Annual PTO Maximum Carryover
<b>Salaried Exempt</b> <i>Includes: Doctors, Hospital leadership, and certain Campus positions</i>	5.00 hours	120.00 hours	160.00 hours	Full amount accrued
<b>Hourly Non-Exempt (&lt;3 yos)</b> <i>Includes: Hospital para staff and certain Campus positions</i>	3.33 hours	80.00 hours	120.00 hours	Full amount accrued
<b>Hourly Non-Exempt (3+ yos)</b> <i>Includes: Hospital para staff and certain Campus positions</i>	3.50 hours	84.00 hours	124.00 hours	Full amount accrued

NOTE: Prior acquisition seniority counts towards accrual rate



# PTO Requests & Approvals

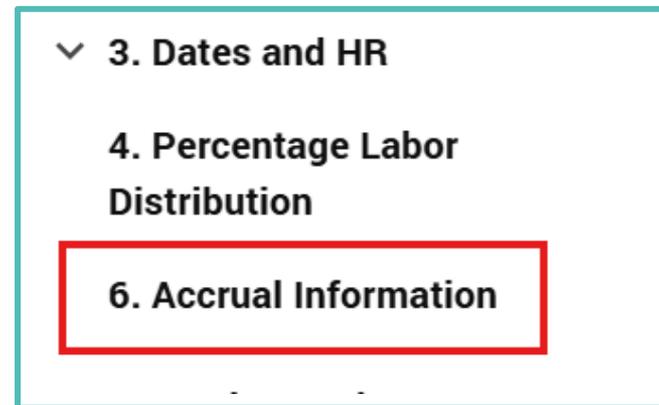
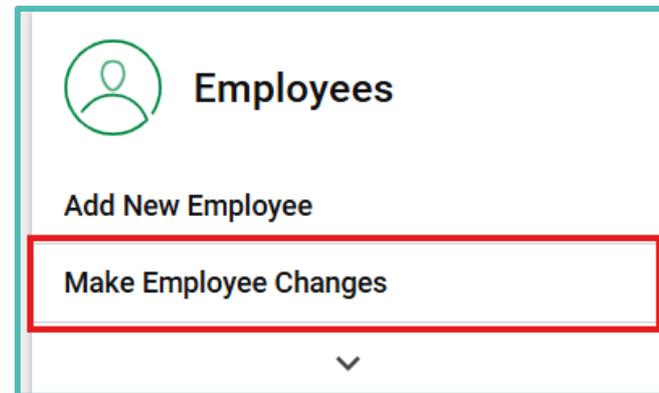
Managing Employees' Time-off Requests in Paycom

- View employee accruals
- Individually approve or deny time off-requests
- Batch approve or deny time-off requests



# View Employee Accruals

- Before approving PTO first review total accrual available
- Go to “Make Employee Changes” Screen, where employee information is stored
- Click on the employee you’d like to view
- From their Employee Menu, select “Form 6: Accrual Information”
  - Here you can see all the employee’s accrual information and available balance





# View Employee Accruals

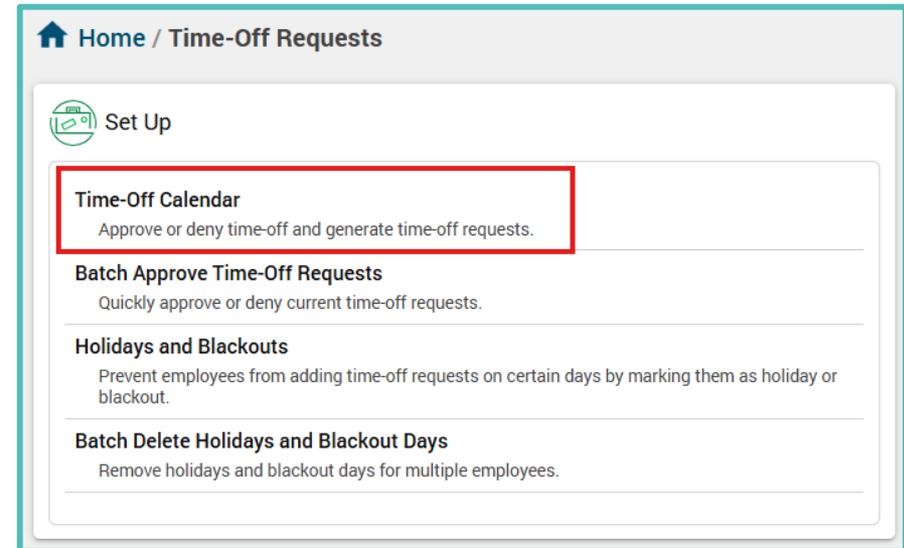
- Employee Accrual can also be found via Timesheet
- Under Accrual Information ->Net Available

Time-Off Type	Unit of Time	Available	Approved	Requested	Net Available
Continuing Education	Hours	8.00	0.00	0.00	8.00
CO:HRLY PT Sick Pay	Hours	0.00	0.00	0.00	0.00
PTO	Hours	3.50	0.00	0.00	3.50
Floating Holiday	Hours	0.00	0.00	0.00	0.00
Unpaid Time Off	Hours	0.00	0.00	0.00	0.00



# Approve or Deny Requests – Via Time off Calendar

- ❑ PTO Requests are submitted via ESS by employees
  - ❑ Managers are notified via email notification and/or notification center alert
- ❑ Access the Time-Off feature through the Time Management tab
- ❑ To approve or deny individually you'll need to go to the Time-Off Calendar





# Time off Calendar

Here you can see all of the requested, approved and denied time-off requests for the month

You can filter by Department, Employee Status, Employee and Time-Off Status

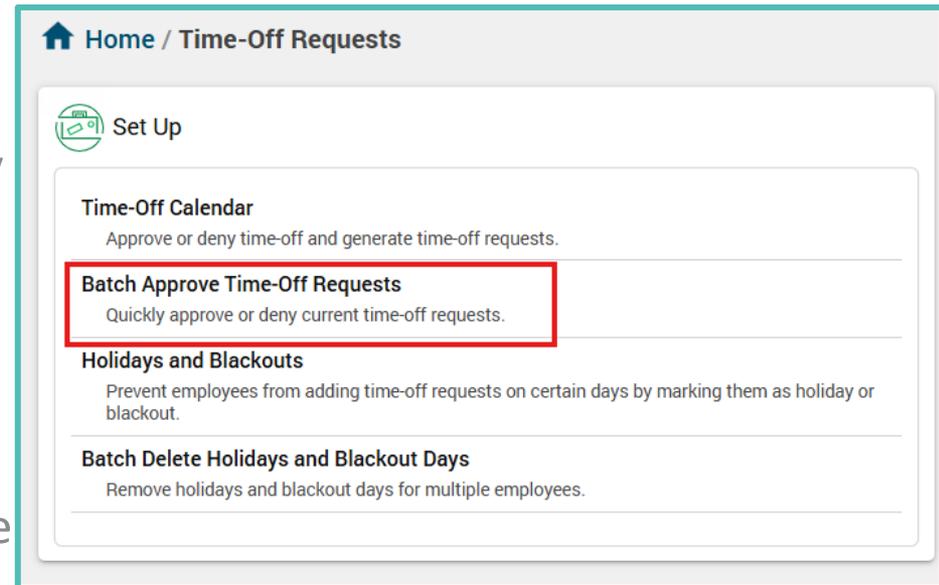
Ex: Review pending time-off requests, select "Requested" from the drop down menu

The screenshot displays the 'Time-Off Calendar' interface. At the top, there are filter options for Department (All), Employee (All), Employee Status (All), and Time-Off Status (Approved & Requested). Below the filters is a calendar for February 2017. A request for '1 req' is highlighted on Friday, February 17th. To the right of the calendar is a detailed view of the request for ADAMS, FRANK, showing 8.00 hours of Paid Time Off. The 'Requested' section shows Future Hours Approved (0.00), Future Hours Pending (8.00), Net Available (0.00), and Projected Net Available (0.92 hours). A red box highlights the 'Approve / Deny', 'Delete', and 'Edit' buttons.



# Batch Approve Time-Off Requests

- ❑ Several employees requesting time off? Approve all at once
  - ❑ Helpful during busy PTO time frames like before or after a holiday
- ❑ Pending employee requests appear automatically
- ❑ Columns display key details: requester, submission date, time-off type, hours requested, available balance and reason
  - ❑ **Future Hours approved:** future accruals already approved
  - ❑ **Future Hours Pending:** future accruals requested but not yet approved





# How to Batch Approve?

- Select the employees' whose requests you want to process
- Open the Actions drop-down menu
- Choose Batch Approve or Batch Deny

Time-Off Requests > Batch Approve Time-Off Requests

Filters

Search or Make Selection [gear icon] Search or Make Selection is equal to Value Search (0)

Filter Date Range 00/00/0000 to 00/00/0000 Clear Search

Batch Approve Time-Off Requests

Search 2 records selected

Select All	Employee	Date and Time	Department	Time Added	Time-Off Type	Hours Requested	Hours Available	Future Hours Approved	Future Hours Pending	Net Available	Projected Net Available	Reason	Approve	Deny	Last Reminder	Reminder
<input checked="" type="checkbox"/>	ADAMS, FRANK (A016)	02/15/2017 16:00	Executive Management	02/15/2017 12:27:10	Sick	1.00	1.54	0.00	1.00	0.54	0.54 hours (0 future hours)		Approve	Deny	Never	
<input type="checkbox"/>	ALLEN, AMBER (ALLE)	02/15/2017 08:00	Marketing	02/15/2017 14:42:55	Vacation	8.00	25.00	0.00	8.00	17.00	17.00 hours (0 future hours)		Approve	Deny	Never	
<input checked="" type="checkbox"/>	ANDREWS, JOHN (ANDR)	02/16/2017 15:00	Executive Management	02/15/2017 14:45:34	Sick	2.00	30.00	0.00	2.00	28.00	28.00 hours (0 future hours)		Approve	Deny	Never	

Actions dropdown menu:

- Batch Approve
- Batch Deny
- Batch Send Reminder

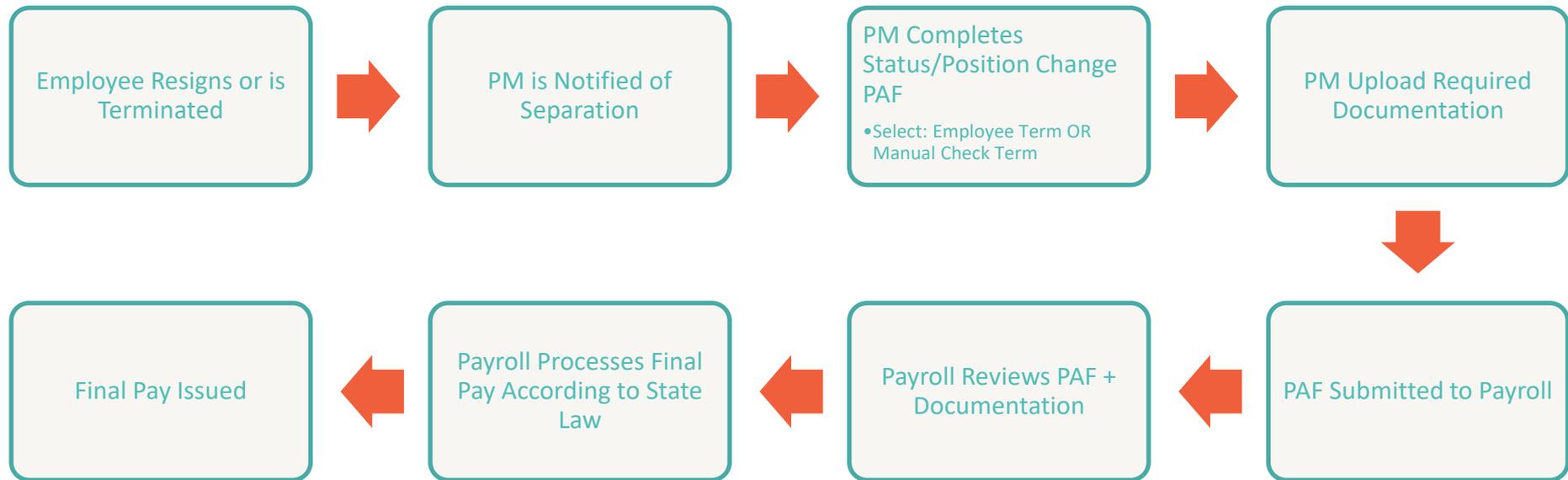


# Final Pay



# Final Pay Workflow

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# State Specific Timelines

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Due Date	Final Pay (Involuntary)	Final Pay (Voluntary)
Immediate (by EOD)	Nevada	Oregon (With 48-hour notice)
24 Hours	Colorado, Minnesota, Oregon	N/A
5 Days	N/A	Oregon (Without Notice)
7 Days	Arizona	Nevada
Next Scheduled Payday	Washington, Montana	Arizona, Colorado, Montana, Minnesota, Washington

Questions?



Thank You!