

# Standard Payroll Deadlines

Last Modified on 08/23/2023 8:42 am CDT

<u>Friday Check Date</u> (Most Common)	<u>Thursday Check Date</u>	<u>Wednesday Check Date</u>
<p><b>Wednesday 12pm</b> Timecards entered and proofed in TempWorks Software for payroll and invoicing</p> <p>All timecard backup (if required by contract) transmitted to Lone Oak</p> <p><b>Wednesday Close of Business</b> Payroll approved for post and print</p> <p><b>Thursday 11am</b> Invoices posted Week Close completed</p> <p><b>Thursday 1pm</b> Wire received for monies owed to Lone Oak</p>	<p><b>Tuesday 12pm</b> Timecards entered and proofed in TempWorks Software for payroll and invoicing</p> <p>All timecard backup (if required by contract) transmitted to Lone Oak</p> <p><b>Tuesday Close of Business</b> Payroll approved for post and print</p> <p><b>Wednesday 11am</b> Invoices posted Week Close completed</p> <p><b>Wednesday 1pm</b> Wire received for monies owed to Lone Oak</p>	<p><b>Monday Close of Business</b> Timecards entered and proofed in TempWorks Software for payroll and invoicing</p> <p>All timecard backup (if required by contract) transmitted to Lone Oak</p> <p>Payroll approved for post and print</p> <p><b>Tuesday 11am</b> Invoices posted Week Close completed</p> <p><b>Tuesday 1pm</b> Wire received for monies owed to Lone Oak</p>
<p><b>Next Day Check Date</b>                      (Late Payroll or Early Week Processing/Funding)</p> <p><b>Processing Date 1pm</b> Timecards entered and proofed in TempWorks Software for payroll and invoicing</p> <p>All timecard backup (if required by contract) transmitted to Lone Oak</p> <p><b>Processing Date 1:30pm</b> Payroll approved for post and print</p> <p><b>Processing Date 2:30pm</b> Wire received for monies owed to Lone Oak                      (If applicable for late payroll volume or early processing schedule)</p>	<p><b>Same Day Check Date</b>                      (Same Day ACH)</p> <p><b>Processing Date 11am</b> Timecards entered and proofed in TempWorks Software for payroll and invoicing</p> <p>All timecard backup (if required by contract) transmitted to Lone Oak</p> <p>Payroll approved for post and print</p> <p>Wire received for monies owed to Lone Oak</p> <p>*Same Day ACH is not guaranteed</p>	

\*All times listed are in Central Standard Time (CST)

For customers with multiple check dates in a week (example Thursday for some customers, Friday for others), we will use the earliest check date in the week (Thursday in this example) and follow the Thursday Check Date deadlines for all timecards, resulting in one processing day for both check dates.

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