

November 2022

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To Our Valued Lone Oak Customers:

We hope you found our September Newsletter helpful and informational!

Our topics for this newsletter include:

- Holiday Payroll Schedules
- Standard Payroll Deadlines
- Backdated checks - Recap

Holiday Payroll Schedules:

As we approach the upcoming holidays it is a great time to communicate to your customers what your Holiday Payroll Schedule will be for timecard collection, approval deadlines, and check date. Below are example schedules to use based on your company check date:

Veterans Day Week Check Date Options: <i>Bank Closed 11/11</i>	Wednesday Check Date	Thursday Check Date <i>(All Friday Check Dates are moved to Thursday)</i>
Deadline for Customer Timecard Submittal/ Approval <i>(All payroll is entered and ready for LOP to Process)</i>	Monday 12 pm	Tuesday 12 pm
Payroll Entered & Proofed in Enterprise	Monday Close of Business	Tuesday Close of Business

Thanksgiving Week Check Date Options: <i>Closed 11/24</i>	Wednesday Check Date	Friday Check Date
Deadline for Customer Timecard Submittal/ Approval <i>(All payroll is entered and ready for LOP to Process)</i>	Monday 12 pm	Tuesday Close of Business
Payroll Entered & Proofed in Enterprise	Monday Close of Business	Wednesday 12 pm

Christmas Day Week Check Date Options: <i>Closed 12/26</i> & New Year's Day Week Check Date Options: <i>Closed 1/2</i>	Wednesday Check Date	Thursday Check Date	Friday Check Date
Deadline for Customer Timecard Submittal/ Approval <i>(All payroll is entered and ready for LOP to Process)</i>	Tuesday 8 am	Tuesday 12 pm	Tuesday Close of Business
Payroll Entered & Proofed in Enterprise	Tuesday 12 pm	Tuesday Close of Business	Wednesday 12 pm

**Payroll Processing Clients please note that on banking holidays all next day check dates will be set to the following business day. (Example; Late payroll entered on Friday 11/11 will be set for a check date of Monday 11/14 and there will not be any same day check date on Friday 11/11.)

Standard Payroll Deadlines:

The Lone Oak Payroll team introduced [Standard Payroll Deadlines](#) over the past year to give our clients a consistent deadline based on check date. It has become the staffing industry's best practice to be able to directly manage customers and ensure consistency in timecard collection for employees.

Below are our company Standard Payroll Deadlines Summary for Lone Oak Payroll Processing Clients as a reference:

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

Backdated Checks:

We have noticed great strides in the right direction if you were historically backdating checks. Thank you for your help on this initiative to alleviate the need for amendments or potential tax penalties.

- [Backdated Checks](#) article to explain payroll best practices from the industry.
- Payroll run error being implemented and only able to approve with admin security rights.

All previous newsletters can be found: [Lone Oak Payroll Best Practices](#)

“TempWorks Year End Deadlines & Services”

- **2022 Year Close will be on or before January 6th** (All corrections will need to be made in Enterprise by January 5th if not sooner based on your yearend system close)
- Data Integrity Check appointments are available from **November 7, 2022 - December 16, 2022**

Please visit <http://scheduling.tempworks.com/> to register

Additional Year End Resources:

- [TempWorks – How to run DIC’s and correct errors](#)
- [TempWorks – Preparing and Closing the Year \(video\)](#)
- [Income Tax Withholding Assistant \(IRS\)](#)

- [Year End Calendar](#)

Year End Webinar Schedule (*all times are in CST)

Data Integrity Checks Webinars

Nov 10 - 11:00AM [Register here!](#)

Dec 7 - 11:00 AM [Register here!](#)

Year End Processing Webinars

Dec 14 - 11:00 AM [Register here!](#)

Jan 6 - 11:00 AM [Register here!](#)

1094s/1095s Webinars

Dec 15 - 11:00 AM [Register here!](#)

Jan 11 - 11:00 AM [Register here!](#)

Related Articles