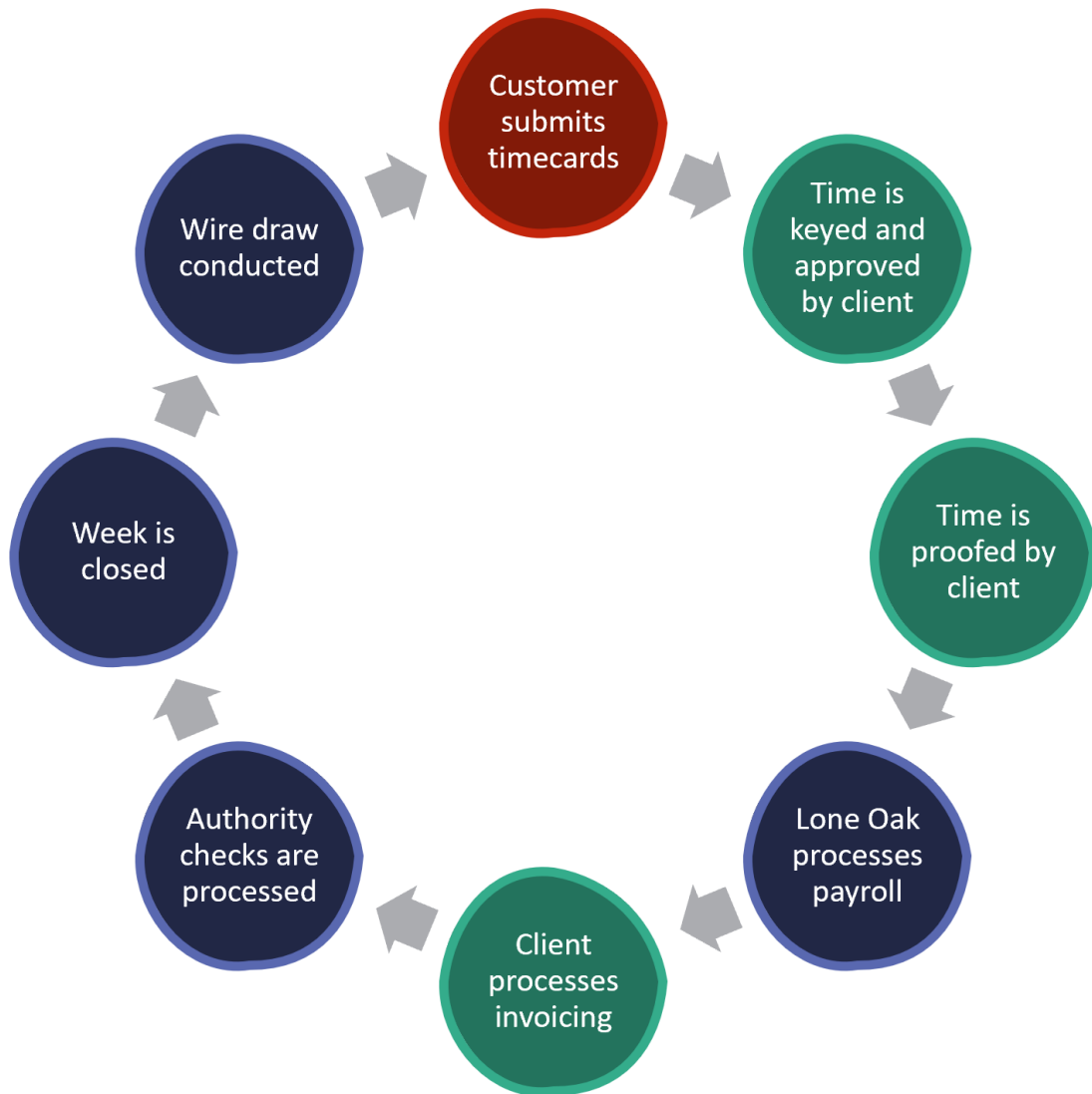





# What to Expect for Your Payroll Week With a Thursday Check Date



Last Modified on 11/08/2023 9:04 am CST



## Overview:







## Process and Deadlines:

	<b>By Tuesday at 12:00 PM</b>
	You have entered all time, proofed all timecards, and notified LOP (by emailing <a href="mailto:paperlessprocessor@tempworks.com">paperlessprocessor@tempworks.com</a> ) that payroll is ready to be processed
	You are now able to begin invoicing!

	<b>By Tuesday Close of Business</b>
	LOP pays all available transactions and posts payroll

	<b>By Wednesday at 11:00 AM</b>
	LOP closes the week

	<b>By Wednesday at 1:00 PM</b>
	Wire is received from you for funds owed to LOP for Payroll to ensure timely delivery of checks
	LOP then releases payroll to employees following receipt of funds
	<ul style="list-style-type: none"> <li>• EPay Checks are delivered via ACH</li> <li>• Live Checks are sent via FedEx overnight delivery to delivery address</li> </ul>
	You may run Wire Statement Summary and Wire Amount by EINC reports to review wire details following completion of the wire draw

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