LOP Help Center - Late Payroll Process

Last Modified on 09/09/2026 10:00 am CDT

Overview

In Staffing, it's common to need to pay an employee outside of your normal weekly payroll cycle. We understand the importance of paying people on time and are here to help.

This article details our process for handling Late Payroll.

Deadlines & Same Day ACH(SDA)

Lone Oak Payroll does offer Same Day ACH (SDA) payment for a $5 per check fee. This is a cost charged by our bank.

Our Treasury team pulls files for Late Payroll every Monday-Thursday at 10:30am CT and 3:00pm CT, with the Friday afternoon pull being at 2:00pm CT.

> *Note* The final deadline to pay an employee for a Friday check date as SDA is Friday at 10:30am.

Any Payroll submitted to Lone Oak Payroll after 3:00pm CT (2:00pm CT on Friday) for a check date of the following day is considered SDA and will incur the $5 per check fee.

- Example: A timecard is submitted Thursday at 3:30pm CT for a Friday check date, the funds will be released to the employee early Friday morning but will incur the $5 SDA fee. If this timecard were submitted at 2:30pm CT, it would not incur the fee.

Preparing the timecard

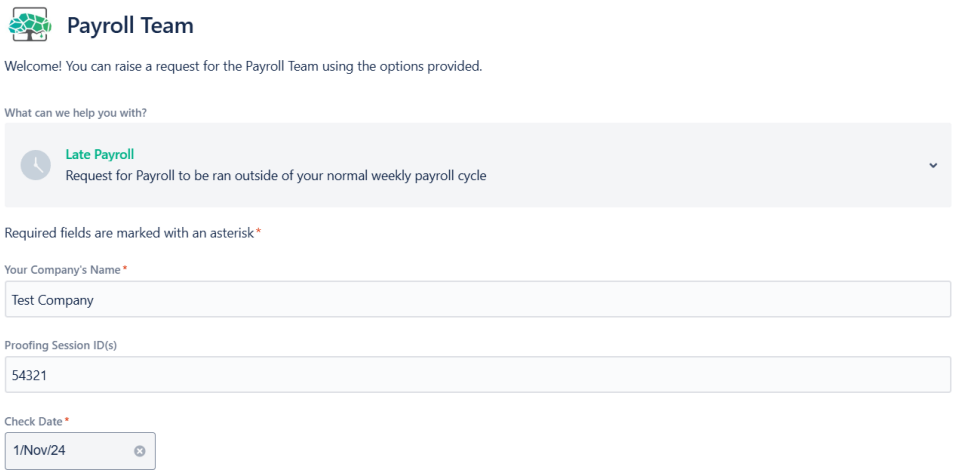
Before sending the Late Payroll request to Lone Oak Payroll, please ensure the time is entered and proofed, the same as your normal weekly payroll.

1. Enter the timecard in Beyond or Enterprise as you normally would.
    - Double check the Weekend Date on the timecard; if your week has already been closed, the Weekend Date will default to a week ahead.
2. Proof the timecard

3. Take note of the timecard session ID, as Lone Oak Payroll will use this ID to determine which transaction(s) to pull into payroll
    - For more information, please see the following article titled "Finding your Proofing Session ID".

Make the Late Payroll request to Lone Oak Payroll

1. Navigate to the Lone Oak Payroll Help Center
2. Submit your Late Payroll Request with the required information
    1. For more information, please see the article titled "Request Types".



Success! Our team will follow up with you within the hour with any further questions, or to notify you that the payroll has been completed.

Related Articles