



## Workday Pay Period Guidance for Managers

To ensure timely and accurate payroll processing, please note the timeline below and follow the recommended steps for each payroll cycle.

### Last Day (Thursday) of the Pay Period

**Employee timesheets must be submitted by end of business (EOB).**

#### Who needs to submit a timesheet?

**Hourly employees** are required to enter time for all hours worked and **MUST** submit a timesheet to be paid.

**Salaried employees** are only required to enter a timesheet if certain conditions are met (per the [Enter and Submit Time Smart Guide](#)):

- They are not “active” the entire pay period - meaning the employee is not in “paid” status for an entire pay period. Examples of this are:
  - New hires
  - Terminated employees
  - Salaried employees with a Leave of Absence effective during **part** of the pay period
- They worked extra hours (beyond their assigned/scheduled hours) and also had unpaid time off in the same pay period
- They are required to enter [Work Reporting Codes](#) during time entry
- They are eligible to earn additional pay such as standby, call-back, or shift differential
- They receive overtime during the pay period pursuant to any Governor’s Public Health Proclamation in effect

**How can employees determine whether they are Hourly or Salaried?** Hourly vs salaried status is indicated on the compensation tab of the employee’s profile.

**All Employees on Continuous or Intermittent Leave of Absence** with unpaid or paid time-off during **part** of the pay period **MUST** have a timesheet submitted and approved that includes the applicable “time-off” with their existing Leave of Absence. A Manager or HRA must complete the timesheet on the employee’s behalf if he/she is unable to do so. Contact the [DAS Leave Administration Team](#) with specific questions.

### Friday after the Last Day of the Pay Period

**Managers must approve timesheets and time off/absence requests by EOB.** See [Reviewing and Approving Time Smart Guide](#). All corrections, changes, or business processes affecting employee pay for the pay period must be submitted by **EOB Friday**. All other requests will be processed in the next payroll cycle.

### Monday after the Last Day of the Pay Period

All timesheets will be locked at 9:00 p.m. After that time, changes cannot be made until after payroll has been processed. Timesheets will unlock on 5:00 a.m. on the following Wednesday for corrections.

**If you have questions or need assistance, please contact WorkSmart Support at 833-WRK-SMRT (833-975-7678) or submit a ticket at [WorkSmartSupport.iowa.gov](#).**