

To: All Employees

From: Payroll Department

Date: [Insert Date]

Subject: Instructions for Timesheet Submission and Payroll Procedures

Dear Team,

To ensure that all employees are paid accurately and on time, please follow the guidelines below regarding timesheet submissions and payroll processing.

1. Timesheet Submission Deadline

All timesheets must be submitted no later than [Insert Day of Week] at [Insert Time] for the current pay period. Failure to submit your timesheet by this deadline may result in a delay in your pay.

2. Reporting Hours

- Record all hours worked to the nearest [e.g., 15 minutes].
- Clearly mark any overtime, sick leave, or vacation days used.
- Ensure all entries are logged through the [Insert System Name/Manual Method].

3. Approval Process

Once you submit your timesheet, your direct supervisor must review and approve it. Please follow up with your manager to ensure approval is completed by [Insert Day/Time].

4. Pay Schedule

Direct deposits and paychecks are issued on a [Insert Frequency - e.g., bi-weekly/monthly] basis. The scheduled pay date for the upcoming period is [Insert Date].

5. Updating Payroll Information

If you need to update your bank account details for direct deposit or change your tax withholding status (W-4), please contact the HR department or update your profile in the [Insert Portal Name] by [Insert Date].

If you have any questions regarding these instructions, please contact the Payroll Department at [Insert Email Address] or [Insert Phone Number].

Thank you for your cooperation.

Best regards,

[Insert Name]

[Insert Title]

[Insert Company Name]