Key Dates & Timelines for Payroll Processing

11/30/2023 5:20 pm EST

We have partnered with **Gusto Payroll** as our payroll processer of choice. This is the only payroll processing system that we provide full-service payroll processing support for. If you are using a different platform for payroll processing, please refer to their support teams directly for more guidance.

Payroll Submissions

> 🔔 **Payroll Submissions** must be received no later than:
> **3:00pm MST, 3-business days prior to your check date**

To ensure that we have the proper amount of lead time to accurately prepare your payroll for processing, we ask that you please provide us any and all pertinent information necessary to run payroll at least 3-Business days in advance of your check date. This allows our team to have the right amount of time to properly prepare your payroll for your review and approval. For an overview of the payroll submission process, visit this link here: **How to submit payroll**.

Pre-Process Approval

> 🔔 **Pre-Process Approval** must be received no later than:
> **3:00pm MST, 2-business days prior to your check date**

To ensure the timeliness of your payroll processing, we ask that you review and approve all payrolls at least 2-business days before we submit them for final processing. This allows the ACH and banking systems the correct amount of time to properly process ACH requests for direct deposit. For an overview of the pre-process approval, visit this link here: **Approving your payroll pre-process**.