

## **Payroll Procedures**

We run payroll weekly. Our week starts on Monday & ends on Sunday. Your approved time for the previous week is due each **Monday by 9:00 a.m.**

I have attached a timesheet above in Excel which will allow you to submit your time electronically to AcctKnowledge.

We suggest that you do the following:

1. Complete your timesheet using this spreadsheet

Forward it to your supervisor through email, & copy the following in your email:

- [payroll@acctknowledge.com](mailto:payroll@acctknowledge.com)
2. Please have your supervisor "reply to all" with her approval, and your submission will be complete.

If you do not have access to email, you may submit your time by faxing the approved time sheet to 918.585.1513.

If you have signed up for direct deposit, it can take up to 2 pay cycles to become effective.