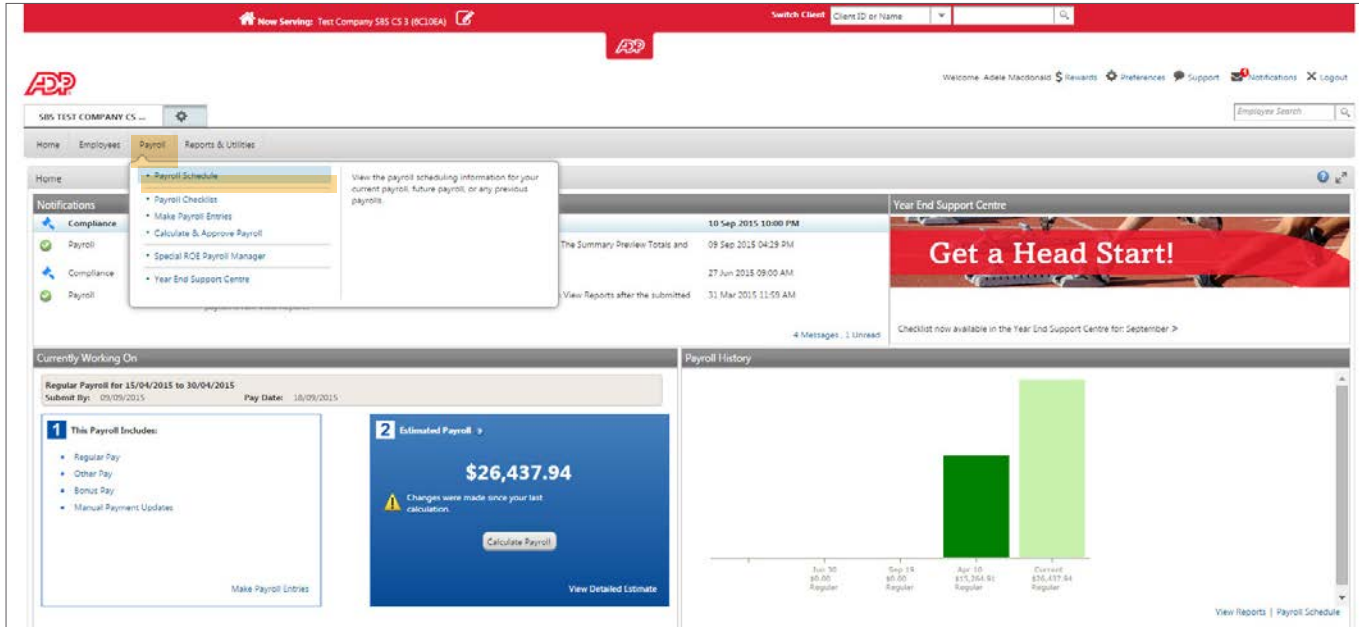
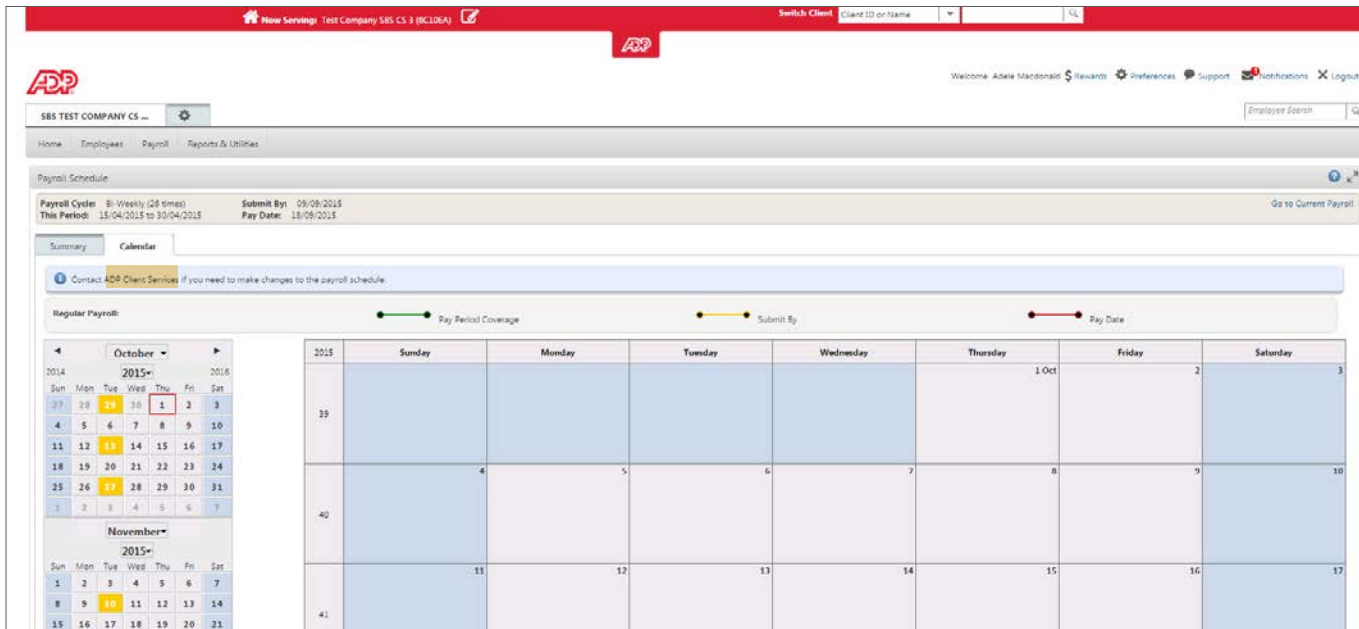


To Access Your Input Schedule:

1. Select **Payroll Schedule** from the **Payroll** menu options



2. Click on the **Calendar** tab



NOTE: To change your payroll schedule please **contact client services**

The input dates will be highlighted in **Yellow** with the corresponding pay dates in **Red**. The payroll must be submitted by **5 pm** local time on the company's designated input date.