

Effective Date

Client Number

Client Name & DBA (if applicable)

To adjust your pay schedule please indicate the **next 3 payroll** pay dates, pay periods, and the frequency of pay.

Frequency of Pay: (select one)

Weekly

Pay Dates: 52
Normal Hours: 40
Days in Period: 7

Bi-Weekly

Pay Dates: 26
Normal Hours: 80
Days in Period: 14

Semi-Monthly

Pay Dates: 24
Normal Hours: 86.67
Days in Period: 15

Monthly

Pay Dates: 12
Normal Hours: 173
Days in Period: 31

Quarterly

Pay Dates: 4
Normal Hours: 520
Days in Period: 90

Annually

Pay Dates: 1
Normal Hours: 2080
Days in Period: 365

Pay Date Options:

Holiday Rule

If your payroll check date lands on a Holiday or Weekend.

Payroll Run Date

How many days before the check date will you process? ACH minimum is 2 days before.

Weekly & Bi-Weekly Clients

select the weekday the checks will be dated for.

Semi-Monthly Clients

select the (1st) and (2nd) date of each month the check should be dated for.

Monthly Clients

select the date of each month the check should be dated for.

☐ Are there any amounts for employee deductions, direct deposits, earnings, garnishments, or tax overrides that we should update? If yes, please provide attach any details and the orders for updating.

Additional Notes:

Pay Period #1:

Pay Date:

Pay Period Begin Date:

Pay Period End Date:

Pay Period #2:

Pay Date:

Pay Period Begin Date:

Pay Period End Date:

Pay Period #3:

Pay Date:

Pay Period Begin Date:

Pay Period End Date:

Client Signature #1

Client #1 Print Name & Date

Client Signature #2 (if applicable)

Client #2 Print Name & Date (if applicable)

Internal Use Only

Entered by:

Date:

Verified by:

Date: