

Replicon - Weekly Payroll & Expense Timelines

(Effective August 25th, 2008)

- ✓ These deadlines pertain to all **Submitted Time Entries** in Replicon, as well as **Payroll Adjustments** forwarded to the Weekly Payroll Mailbox: SolutionsPayroll@spherion.com.
- ✓ **Prior Period Time Adjustments** emailed to SolutionsPayroll@spherion.com after 3:00pm Eastern Time on Friday and by 3:00pm Eastern Time on Tuesday will be paid with the current week's Payroll. Adjustments received after Tuesday at 3:00pm Eastern Time will be paid in the next week's payroll cycle.
- ✓ **ANY employee level updates** of job, tax or personal data will **not be effective until the following week's payroll** process. This includes updates sent to Solution Payroll and entered on Mondays and Tuesdays. The deadline for submitting updates to be effective for the following week's payroll process is Friday at 3:00pm Eastern Time.
- ✓ **Expenses** submitted and approved by **Thursday at 8:00 PM Eastern Time** will be paid Friday, if approved after 8 PM Eastern Time the expense will be paid the following Friday.

	Payment Method	Distribution	Payment Arrival
Monday:			
Replicon Time Entries Submitted after Thursday at 5:00pm Eastern Time and before Monday at 5:00pm Local Time	System Check	Mailed Home	USPS Delivery Schedule
	Emergency Pay Card <i>(Mailbox deadline is 3:00pm Eastern Time)</i>	Deposited on Card	After 10:00pm Eastern Time on Monday
	Direct Deposit	Deposited into Account	Friday
	NetPay (Pay Card)	Deposited on Card	Friday
Tuesday:			
Replicon Entries Submitted after Monday at 5:00pm Eastern Time and before Tuesday at 5:00pm Eastern Time	System Check	Mailed Home	USPS Delivery Schedule
	Emergency Pay Card	Deposited on Card	After 10:00pm Eastern Time on Wednesday
	Direct Deposit	Deposited into Account	Friday
	NetPay (Pay Card)	Deposited on Card	Friday
Wednesday:			
Replicon Entries Submitted after Tuesday at 5:00pm Eastern Time and before Wednesday at 5:00pm Eastern Time	System Check	Mailed Home	USPS Delivery Schedule
	Emergency Pay Card	Deposited on Card	After 10:00pm Eastern Time on Thursday
	Direct Deposit	Deposited into Account	Monday
	NetPay (Pay Card)	Deposited on Card	Monday
Thursday:			
Replicon Entries Submitted after Wednesday at 5:00pm Eastern Time and before Thursday at 5:00pm Eastern Time	Emergency Pay Card	Deposited on Card	By 6:00pm Eastern Time on Friday
	All Non-Emergency Pay will be paid with the next regular Payroll (Mon/Tues)		