

**Biweekly Example - as of 4/24/24**

**Pay Period:** 07/05/2024 - 07/18/2024

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					18-Jul	19-Jul	20-Jul
<b>Today</b>					Pay Period end date. Prelim Payroll Runs in People First (at night).	Timesheets should be approved. Prelim Payroll reports are available in People First for review. Agencies make modifications in People First prior to Sunday's cutoff.	Agencies make modifications in People First prior to Sunday's cutoff.
<b>With FLP</b>					Pay Period end date. Agencies continue normal processing in People First (source system).	Timesheets should be approved. Agencies continue normal processing in People First (source system).	Agencies continue normal processing in People First (source system).
	21-Jul	22-Jul	23-Jul	24-Jul	25-Jul	26-Jul	27-Jul
<b>Today</b>	Last day to approve timesheets. Agencies make modifications in People First prior to Sunday's cutoff. Final payroll runs in People First (at night).	Payroll processes.	Agencies cancel payments. Agencies clear negative balances.	Agencies cancel payments until EFT cutoff (11 am EST). Agencies pick-up warrants (available starting at 8 am EST). Agencies clear negative balances. Direct Deposit file is transmitted for banking distribution.	Last day for agencies to clear negative balances.	Biweekly pay date. Any outstanding negative balances are cleared by BOSP. Agencies distribute paper warrants to employees. Direct Deposits are deposited into employee bank accounts.	
<b>With FLP</b>	Agencies continue normal processing in People First (source system).	Last day to approve timesheets. Agencies continue normal processing in People First (source system). Payroll processes in People First (at night). Payroll calculations processes in Florida PALM (at night).	Payroll reports are available in Florida PALM for review. Agencies identify and start working negative balances. Agencies process corrections (reduction in payments) or cancellations in Florida PALM. Agencies make correcting entry in People First (source system) if applicable.	Payroll is confirmed and processed. Agencies clear negative balances. Agencies pick-up warrants (after 3 pm EST). Direct Deposit file is transmitted for banking distribution.	Last day for agencies to clear negative balances.	Biweekly pay date. Any outstanding negative balances are cleared by BOSP. Agencies distribute paper warrants to employees. Direct Deposits are deposited into employee bank accounts.	

**Monthly Example - as of 4/24/2024**

**Pay Period:** 07/01/2024 - 07/31/2024

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		22-Jul	23-Jul	24-Jul	25-Jul	26-Jul	27-Jul
<b>Today</b>		Prelim Payroll Runs in People First (at night).	Included employees timesheets should be approved through July 18.  Prelim Payroll reports are available in People First for review.  Agencies make modifications in People First.  Final payroll runs in People First (at night).	Payroll processes.	Agencies cancel payments.  Agencies clear negative balances.	Agencies pick-up warrants (available starting at 8 am EST).  Agencies cancel payments.  Agencies clear negative balances.	
<b>With FLP</b>		Agencies continue normal processing in People First (source system).	Agencies continue normal processing in People First (source system).	Agencies continue normal processing in People First (source system).	Included employees timesheets should be approved through July 25.  Payroll processes in People First (at night).  Payroll calculations process in Florida PALM (at night).	Payroll reports are available in Florida PALM for review.  Agencies identify and start working negative balances.  Agencies process corrections (reduction in payments) or cancellations in Florida PALM.  Agencies make correcting entry in People First (source system) if applicable.	
	28-Jul	29-Jul	30-Jul	31-Jul	1-Aug	2-Aug	3-Aug
<b>Today</b>		Agencies cancel payments until EFT cutoff (11 am EST).  Agencies clear negative balances.  Direct Deposit file is transmitted for banking distribution.	Agencies clear negative balances.	Monthly pay date and Pay Period end date.  Any outstanding negative balances are cleared by BOSP.  Agencies distribute paper warrants to employees.  Direct Deposits are deposited into employee bank accounts.			
<b>With FLP</b>		Payroll is confirmed and processed.  Agencies clear negative balances.  Agencies pick-up warrants (after 3 pm).  Direct Deposit file is transmitted for banking distribution.	Last day for agencies to clear negative balances.	Monthly pay date and Pay Period end date.  Any outstanding negative balances are cleared by BOSP.  Agencies distribute paper warrants to employees.  Direct Deposits are deposited into employee bank accounts.		All timesheets should be approved.	