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**NOTES:**
- *Denotes early due dates because of holidays or year end
- **Denotes pay date during holiday/office closure

- Current pay period timesheets approved between due date and settlement should be picked up during pay calculations prior to settlement.
- Prior pay period timesheets (back pay) approved after initialization will not be reflected on the current payroll. If needing to pay ASAP, submit supplement via Laserfiche @ [https://it-lf-ecmf2.ads.tamu.edu/Forms/Payroll_Supplement](https://it-lf-ecmf2.ads.tamu.edu/Forms/Payroll_Supplement) no later than the current timesheet due date.
- The above schedule is subject to change based upon processing requirements.
- Engineering Payroll has compiled a list of recommended reports that can be run to check departmental payroll. Those reports can be found under Departmental Resources > Guidelines on the Engineering Payroll Website. [https://tees.tamu.edu/payroll/index.html](https://tees.tamu.edu/payroll/index.html)