

Payroll Processing & Timesheet Submission Schedule for 2019

For accessing paystubs: You will receive an email once all new hire documents are received in full and entered into the payroll system. There will be 2 separate links in the email
 1) Registering yourself for first time and 2) Second link in same email is for accessing paystubs. You will have to register within 24 hours of the receipt of the email from "ADP payroll security". Please do not discard or delete the email as you will need the second link for accessing paystubs and downloading it for your records. Once your services with Systemart is over, you will no longer be able to access your pay stub online.

Pay Period (Weekly)		Timesheet Submission Deadline	Pay Date	Holiday Pay Schedule			
Start- Every Monday	End - Every Sunday	Every Monday End of Day (Pacific Standard Time)	Every Thursday (If selected to get live check, will depend on USPS service carrier delivery schedule in your Area) & If Holiday, please refer to Holiday Schedule.	Pay Period		Timesheet Submission Deadline	Pay Date
				24-Dec-18	30-Dec-18	2-Jan-19	3-Jan-19
				20-May-19	26-May-19	28-May-19	30-May-19
				24-Jun-19	30-Jun-19	1-Jul-19	3-Jul-19
				26-Aug-19	1-Sep-19	3-Sep-19	5-Sep-19
				18-Nov-19	24-Nov-19	25-Nov-19	27-Nov-19
				* Holiday Schedule (Holidays will not be paid, unless agreed upon hiring or mentioned in your employee contract)			
				New Year		1-Jan-19	
				Memorial Day		27-May-19	
				Independence Day		4-Jul-19	
				Labor Day		2-Sep-18	
				Thanksgiving		28-Nov-19	
				Christmas Day		25-Dec-19	
				Please read and sign the document			
Name:							
Date:							
Sign:							
Note: Amount will be Deposited into your account within four business days from payroll processing date							