Pay Cycle Reporting

Monday	Tuesday	Wednesday	Thursday	Friday
				Payday!
1	2	3 *Deadline to submit report*	4	5 *Deadline to accept payroll report*
6	7 *Deadline for pay cycle payment to ORS*	8	9	10 *Deadline to post DB and DC payroll records at ORS*

If possible, submit and accept your report before the deadlines. This keeps you on track and gives you plenty of time to make accurate payments.

Payday: End of pay cycle

Day 1: If you haven't already, start the process of submitting, accepting and making payment.

Day 2: If you haven't already, start the process of submitting, accepting and making payment.

Day 3: Submit report.

Day 4: Make corrections if needed.

Day 5: Accept report to avoid fees.

Day 6: Balance due is found in Recent Activity.

Day 7: Make payment to avoid fees. Balance due is found on the Pay Cycle Statement.*

Day 8: Make corrections if needed.

Day 9: Make corrections if needed.

Day 10: Post records at 100%.

*Changes in contributions on or after Day 7 will not be displayed on the Pay Cycle Statement, but can be seen on the Recent Activity link.