

Nightingale Process for Payroll Off Cycle Checks

For units using Nightingale, hours submitted after the 4:00 cut-off on Payroll Monday will be paid only if a Check Request is submitted (see the Check Request and instructions at <http://ssc.jhu.edu/payroll/forms.html>), otherwise hours will be paid on the next payroll.

NOTE: Payroll must have the hours from Nightingale in SAP in order to issue a payment.

After the 4:00 p.m. cut-off on “Payroll Monday”, hours or corrections of hours must be entered into Nightingale to be paid.

Schedule for corrections of hours entered into Nightingale and sent to SAP on a correction file:

Week	Entered in Nightingale by	Nightingale correction file	Check Request Submitted by	Payment Date
Pay Week	Tues. by 5 PM	Tuesday night	Friday 11 AM	Payday
Pay Week	Wed. by 5 PM	Wed. night	Friday 11 AM	Payday
Pay Week	Thurs. by 5 PM	Thurs. night	Friday 11 AM	Payday
Pay Week	Friday by 5 PM	Friday night	Monday 11 AM	Monday
Off Week	Mon. by 5 PM	Monday night	Wed 11 AM	Wednesday
Off Week	Tues. by 5 PM	Tuesday night	Wed 11 AM	Wednesday
Off Week	Wed. by 5 PM	Wed. night	N/A	Next Payday
Off Week	Thurs. by 5 PM	Thurs. night	N/A	Next Payday
Off Week	Friday by 5 PM	Friday night	N/A	Next Payday

After Payroll Monday, payment requests received by that Thursday at 11 AM will generally be paid on pay day and distributed with regular checks.

Payment requests after Thursday of pay week will be mailed to the employee’s home or picked up at payroll office.