

# Payroll Processes

## Hourly Payroll Process: Input and Approve Weekly Time

- Using MySlice, weekly non-exempt staff and students input time for the pertinent pay period.
- By 3:00 pm on the pay day following the pay period end date (typically Thursday every week), supervisors log into MySlice (using either the Manager Self Service or Departmental Administrator tab) to review and approve payroll hours.