

* **Weekly Payroll Lockout**

PeopleSoft HCM has a bi-weekly payroll lockout, usually on Tuesdays, to finalize payroll processing. During this time, system access is restricted for all users. When there is an early payroll cutoff, the lockout occurs on a different day—always the day after the cutoff.

* **The Time Admin process runs at 3 AM and 12 noon daily.**
* **You can approve time entered after the Time Admin process is run.**
* **Approve time daily to ensure that no hours are missed.**
* **Dates highlighted in yellow represent an early cut-off.**