



# County of San Bernardino SELF SERVICE DEADLINES

## Overview

Self Service updates affecting your paycheck such as W-4 and direct deposit changes can be made up to the **Thursday after the Pay Period End Date** and still be included in that pay period's paycheck.

## Deadlines

### Scenario

For the examples provided below, the current pay period (PP 07) information follows:

Pay Period Begin Date:	Saturday, March 1 <sup>st</sup>
Pay Period End Date:	Friday, March 14 <sup>th</sup>
eTime Submits/Approvals Deadline:	Tuesday, March 18 <sup>th</sup>
Last Day for Self Service Updates:	Thursday, March 20 <sup>th</sup>
Date Paychecks are Created:	Friday, March 21 <sup>st</sup>
Paycheck Issue Date:	Wednesday, March 26 <sup>th</sup>

**Note:** Avoid making self service updates to your W-4 Tax Information or Direct Deposits on the **'Friday' following the Pay Period End Date** because there is no guarantee which pay period (current closing one or the next pay period) the update will become effective.

## Examples

The examples below illustrate **'When'** self service updates are reflected in your paycheck.

### Direct Deposit Distribution Updates

#### Scenario - Updates on March 18<sup>th</sup> (Same day as eTime Submit Deadline)

On Tuesday, March 18<sup>th</sup>, Alice added a new savings account for direct deposit of 10% of her net pay. She already had direct deposit to her checking account. The new savings account information is valid and was entered into EMACS correctly.

**Results:** Cash distributions to the new account will begin in the current pay period (PP 07) for the March 26<sup>th</sup> pay day.

#### Scenario - Updates on March 20<sup>th</sup> (Last Day for Self Service Updates)

On Thursday, March 20<sup>th</sup>, Bob changed the direct deposit distribution for his Savings Account from \$200 to \$400.

**Results:** The direct deposit amount change will be reflected in the current pay period (PP 07) and Bob will see the change in his March 26<sup>th</sup> (Pay Day) distributions.



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### Scenario - Updates after March 20<sup>th</sup> (Changes for the next Pay Period)

On Monday, March 24<sup>th</sup>, Cathy changed the direct deposit distribution for her Savings Account from \$500 to \$5.

**Results:** The direct deposit amount change is effective for Pay Period 8 distributions and will be reflected in her paycheck dated April 9<sup>th</sup>.

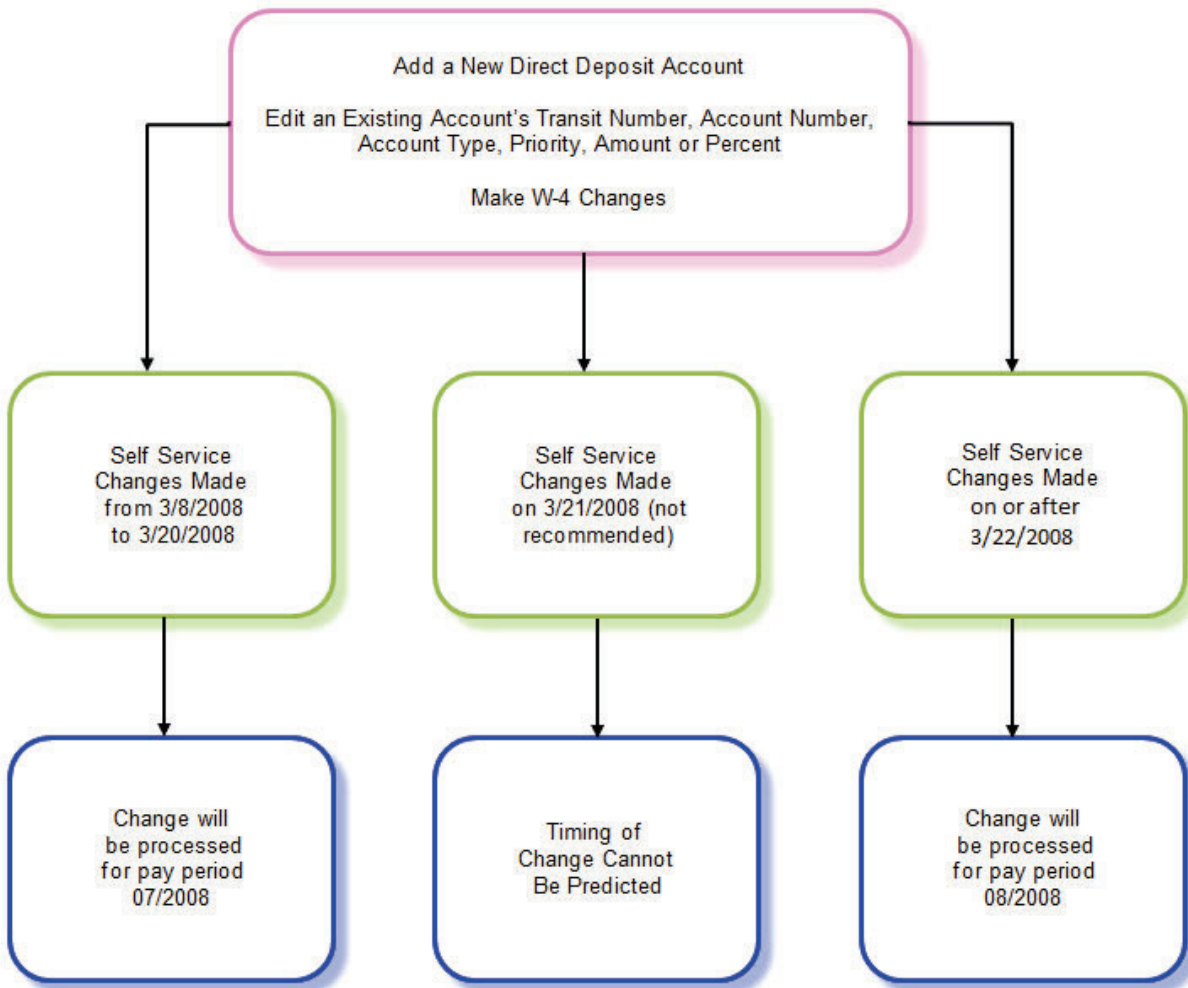
### March Calendar

The **blue arrow** starting on Saturday, March 8<sup>th</sup> and ending on Thursday, March 20<sup>th</sup> depicts the days where updates to Self Service can be made for the paycheck received for Pay Period 7.

<b>March</b>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					End PP 06	1 Begin PP 07
2	3	4	5	6 Last Day for PP 06 Self Service Updates	7 PP 06 Closed	8 First day of PP 07 Self Service Updates 
9	10	11	12 Pay Day PP 06	13	14 End PP 07	15 Begin PP 08 
16	17	18	19	20 Last day for PP 07 Self Service Updates 	21 PP 07 Closed	22
23	24	25	26 Pay Day PP 07	27	28 End PP 08	29 Begin PP 09
30	31					

**EMACS Self Service**  
Direct Deposit and W-4 Deadlines

Self service updates for pay period 7, 2008 can be made from 3/8/2008 through 3/20/2008.



**NOTE:** Actions on one direct deposit account will not change existing information in other existing accounts, but may affect the amounts distributed to the 'Balance' account.