

eTime Employee Schedule Forecast Dates

Salaried employees for the State of Oregon are paid their regular salary on forecast pay on the first of every month. What this means is if an employee does not touch their eTime timesheet until after Payroll Run 1 preliminary date, the system will forecast their payroll based on the employee's assigned work schedule.

If an employee has, or will have leave without pay (LWOP) during the month, it needs to be recorded in eTime prior to the Payroll Run 1 preliminary date. If LWOP is not entered, the employee may be over paid on pay day.

If an employee touches a day in eTime prior to forecast, the forecasting process will skip that day

- For an 8 hour day, an employee records 4 hours of paid leave but does not record the remaining 4 hours, the forecasting will leave that day as only showing 4 hours resulting in a possible underpayment to the employee.

Similarly, a day an employee does not touch will populate during the forecast process.

- An employee on 5/8 hour a day work schedule changes a week to reflect working 4/10 hour days. If the employee does not delete the 8 hours of RG on the day they did not work, the system will forecast 8 hours on that day resulting in the employee's timesheet being out of balance.

Pay Period End Date	Payroll Run 1 Prelim, Schedule Forecasting 6:00pm	Pay Day
December 2016	Thursday, December 22, 2016	1/3/2017
January 2017	Tuesday, January 24, 2017	2/1/2017
February 2017	Tuesday, February 21, 2017	3/1/2017
March 2017	Thursday, March 23, 2017	3/31/2017
April 2017	Friday, April 21, 2017	5/1/2017
May 2017	Tuesday, May 23, 2017	6/1/2017
June 2017	Thursday, June 22, 2017	6/30/2017
July 2017	Monday, July 24, 2017	8/1/2017
August 2017	Thursday, August 24, 2017	9/1/2017
September 2017	Thursday, September 21, 2017	9/29/2017
October 2017	Tuesday, October 24, 2017	11/1/2017
November 2017	Tuesday, November 21, 2017	12/1/2017
December 2017	Thursday, December 21, 2017	1/2/2018