### How To - View Payslips in MyWorkday

**MyTime Deadline**

Time records must be completed and approved no later than 3pm PST on the Monday following the close of the pay period.

Exempt and Non-Exempt Employees are required to sign off their time records the earliest of the end of their last shift worked for that pay period or noon PST on the Monday following the close of the Pay Period.

Managers and /or Supervisors have until 3pm PST on the Monday following the close of the Pay Period to approve their department's time records.

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**Key:**
- **Pay Period Begin Date**
- **Pay Period End Dates**
- **Pay Date**
- **Common Holiday (SHC/SHCTV/SMP)**
- **SMP Holiday Specific**
- **AskHR Service Center:** (650) 723-4748  
  Fax Number: (650) 725-0312  
  Address: 2465 Faber Place  
  MC 5510 (SHC)  
  Palo Alto, CA 94303