

Subject: Reminder: Payroll Submission Deadline

Body: This is a friendly reminder that the deadline for submitting all payroll changes and timesheets for the current period is this Friday at 5 PM. It is critical that all submissions are accurate and complete to ensure our employees are paid on time and correctly. Please double-check all timesheets and any new hire information or changes to existing employee details before submitting. Inaccurate or late submissions can cause significant delays and errors in processing, which affects the entire team. We appreciate your cooperation in helping us maintain an efficient and accurate payroll process. If you have any questions or are experiencing issues with the submission portal, please contact the payroll team immediately for assistance.