# Payroll Cycle Wording for Pay Preparation/Pay Date

## When weekdays are specified:

[Name of Day], ex. Monday, Friday

## When day of month is specified:

Every nth of the month or Every nth and nth of the mont

Nth: 1st, 2nd, 3rd, 4th etc.

# Payroll Cycle Wording for Last Day to Receive Funds/Release Batch to ACH Provider days:

|  |  |
| --- | --- |
| Number of days | Wording |
| 0 | On pay day |
| 1 | 1 day before pay day |
| 2+ | X days before pay day |