

MEMORANDUM

TO: Departmental Payroll Coordinators
FROM: Justin Raney, Payroll Manager
DATE: May 27, 2009
SUBJECT: Payroll Documentation Schedule FY2010Q1

<u>FUNCTION (EVENT)</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>
Special Pay Request (OUPAY) to Payroll for Temp employees INC Payment Requests to Payroll	June 24 June 24	July 27 ---	Aug 25 ---
Begin PPP (ETR) Data Entry Deadline for PPP Data Entry	June 25 June 26	July 28 July 29	Aug 26 Aug 27
Special Pay Request (OUPAY) to Payroll for EOM Off-cycle	June 30	July 31	Aug 31
***Special Pay Request (OUPAY) to Payroll for EOM (refer to email from Payroll Manager on September 24th)	July 9	Aug 7	Sept 8
PPP Earning Statements available on-line	July 9	Aug 10	Sept 9
Temp employees statements/Mid-month available on-line	July 9	Aug 10	Sept 9
Supplemental Payday INC Payday	July 15 July 15	Aug 14 ---	Sept 15 ---
Faculty/Staff Paperwork / Source Changes (hardcopy) entered into the system by HR-Records and ePAF entries approved by this date will be seen on the paylines	July 8	Aug 6	Sept 4
Begin Lost Time (ETR) Data Entry See (1) below.	July 10	Aug 10	Sept 9
Deadline for Lost Time Data Entry	July 14	Aug 12	Sept 11
Special Pay Request (OUPAY) to Payroll for EOM by 5 PM	July 16*	Aug 14*	Sept 15*
EOM Paperwork / Source Changes (hardcopy) to HR by 5 PM	July 16*	Aug 14*	Sept 15*
EOM ePAF entry - 5 PM cut-off	July 16*	Aug 14*	Sept 15*
* Items received after 5 PM this date are not guaranteed for current EOM Payroll			
Deadline for making changes to Direct Deposit info Cancellations Due to Payroll by 5 PM	July 20 July 24	Aug 18 Aug 24	Sept 17 Sept 23
End of Month Payday	July 31	Aug 31	Sept 30

(1) **NOTE:** During **Lost Time Data Entry**, hardcopy paperwork processed by HR and confirmed ePAF events are not reflected in the paylines. To see the entries, navigate to JOB DATA or print the JOB EARNINGS ACCT SPREAD report. After payroll approval, paylines can be viewed (for 4 business days) with the **Dept Payroll Inquiry** menu option. Use **Dept Payroll Inquiry** and/or the JOB EARNINGS ACCT SPREAD report to track changes. During the “view only” period, changes update only after a payroll calculation. On the last day of data entry, the first calc occurs that evening. Payline updates can be viewed the next morning. On subsequent days, payline updates can be viewed each morning and each afternoon (after the NOON calc).