

## MEMORANDUM

**TO:** Departmental Payroll Coordinators  
**FROM:** Justin Raney, Payroll Manager  
**DATE:** September 9, 2009  
**SUBJECT:** Payroll Documentation Schedule FY2010Q2

<u>FUNCTION (EVENT)</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>
Special Payment Requests to Payroll for SPC cycle (TEMPs)	Sept 24	Oct 26	Nov 20
INC Payment Requests to Payroll	Sept 24	---	---
Begin PPP (ETR) Data Entry	Sept 25	Oct 27	Nov 23
Deadline for PPP Data Entry	Sept 28	Oct 28	Nov 24
Special Payment Requests to Payroll for EOM Off-Cycle (Limited to paid leave pay out, new hire catch up, prior period corrections)	Sept 30	Oct 30	Nov 30
<b>***Special Payment Requests to Payroll for EOM On-Cycle</b> (EOM Off-Cycle events to be added to EOM On-Cycle per 09/24/2008 payroll manager email – Additional hours, supplemental exceptions, etc)	<b>Oct 8</b>	<b>Nov 4</b>	<b>Dec 1</b>
PPP Earning Statements available on-line	Oct 9	Nov 9	Dec 9
Temp employees statements/Mid-month available on-line	Oct 9	Nov 9	Dec 9
<b>Faculty/Staff ePAF entries approved by this date will be seen on the paylines</b>	Oct 7	Nov 3	Nov 30
Begin Lost Time (ETR) Data Entry    See (1) below.	Oct 9	Nov 5	Dec 2
Deadline for Lost Time Data Entry	Oct 13	Nov 9	Dec 4
Special Payment Requests to Payroll for current EOM by 5 PM EOM ePAF entry - 5 PM cut-off	Oct 15* <b>Oct 15*</b>	Nov 11* <b>Nov 11*</b>	Dec 8* <b>Dec 8*</b>
<b>* Items received after 5 PM this date are not guaranteed for current EOM Payroll</b>			
Supplemental Payday	Oct 15	Nov 13	Dec 15
INC Payday	Oct 15	---	---
Deadline for making changes to Direct Deposit info	Oct 19	Nov 13	Dec 10
Cancellations (EOM) Due to Payroll by 5 PM	Oct 23	Nov 19	Dec 16
End of Month Payday	Oct 30	Nov 30	Dec 23

(1) **NOTE:** During **Lost Time Data Entry**, executed 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).