

MEMORANDUM

TO: Departmental Payroll Coordinators
FROM: Justin Raney, Payroll Manager
DATE: November 26, 2008
SUBJECT: Payroll Documentation Schedule FY09Q3

<u>FUNCTION (EVENT)</u>	<u>January</u>	<u>February</u>	<u>March</u>
Special Pay Request (OUPAY) to Payroll for Temp employees	Dec 17	Jan 26	Feb 23
INC Payment Requests to Payroll	Dec 17	---	---
Begin PPP (ETR) Data Entry	Dec 18	Jan 27	Feb 24
Deadline for PPP Data Entry	Dec 19	Jan 28	Feb 25
Special Pay Request (OUPAY) to Payroll for EOM Off-cycle	Dec 23	Jan 30	Feb 27
***Special Pay Request (OUPAY) to Payroll for EOM (refer to email from Payroll Manager on September 24th)	Jan 7	Feb 5	Mar 9
PPP Earning Statements by Campus Mail	Jan 12	Feb 9	Mar 9
Supple/INC Earning Statements by Campus Mail	Jan 12	Feb 9	Mar 9
Supplemental Payday	Jan 15	Feb 13	Mar 13
INC Payday	Jan 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	Jan 6	Feb 4	Mar 6
Begin Lost Time (ETR) Data Entry See (1) below.	Jan 8	Feb 6	Mar 10
Deadline for Lost Time Data Entry	Jan 12	Feb 10	Mar 12
Special Pay Request (OUPAY) to Payroll for EOM by 5 PM	Jan 12*	Feb 10*	Mar 12*
EOM Paperwork / Source Changes (hardcopy) to HR by 5 PM	Jan 12*	Feb 10*	Mar 12*
EOM ePAF entry - 5 PM cut-off	Jan 12*	Feb 10*	Mar 12*
* Items received after 5 PM this date are not guaranteed for current EOM Payroll			
Deadline for making changes to Direct Deposit info	Jan 16	Feb 16	Mar 18
Cancellations Due to Payroll by 5 PM	Jan 23	Feb 20	Mar 24
End of Month Payday	Jan 30	Feb 27	Mar 31

(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).