

## MEMORANDUM

**TO:** Departmental Payroll Coordinators  
**FROM:** Justin Raney, Payroll Manager  
**DATE:** March, 2, 2009  
**SUBJECT:** Payroll Documentation Schedule FY09Q4

<u>FUNCTION (EVENT)</u>	<u>April</u>	<u>May</u>	<u>June</u>
Special Pay Request (OUPAY) to Payroll for Temp employees INC Payment Requests to Payroll	Mar 25 Mar 25	Apr 24 ---	May 22 ---
Begin PPP (ETR) Data Entry Deadline for PPP Data Entry	Mar 26 Mar 27	Apr 27 Apr 28	May 26 May 27
Special Pay Request (OUPAY) to Payroll for EOM Off-cycle	Mar 31	Apr 30	May 29
<b>***Special Pay Request (OUPAY) to Payroll for EOM</b> (refer to email from Payroll Manager on September 24th)	<b>Apr 8</b>	<b>May 6</b>	<b>June 8</b>
PPP Earning Statements available on-line	Apr 8	May 11	June 8
Temp employees statements/Mid-month available on-line	Apr 8	May 11	June 8
Supplemental Payday INC Payday	Apr 15 Apr 15	May 15 ---	June 15 ---
<b>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</b>	Apr 7	May 5	June 5
Begin Lost Time (ETR) Data Entry See (1) below.	Apr 9	May 7	June 9
Deadline for Lost Time Data Entry	Apr 13	May 11	June 11
Special Pay Request (OUPAY) to Payroll for EOM by 5 PM	Apr 13*	May 11*	June 11*
EOM Paperwork / Source Changes (hardcopy) to HR by 5 PM	Apr 13*	May 11*	June 11*
EOM ePAF entry - 5 PM cut-off	<b>Apr 13*</b>	<b>May 11*</b>	<b>June 11*</b>
* 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	Apr 17 Apr 23	May 15 May 21	June 17 June 23
End of Month Payday	Apr 30	May 29	June 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).