MEMORANDUM

TO: Departmental Payroll Coordinators

FROM: Justin Raney, Payroll Manager

DATE: June 12, 2013
SUBJECT: Payroll Documentation Schedule FY2014Q1

FUNCTION (EVENT)	July	August	September
PPP Data Entry (Navigate: **PPP Supplemental Instructions**)	June 25	July 26	Aug 27
Deadline for PPP Data Entry (5 PM)	June 26	July 29	Aug 28
INC (SPNSR) Payments (via **Source Change Form**) (Off Cycle)	June 28	--	---
Special Payment Requests to Payroll for EOM Off-Cycle	June 28	July 31	Aug 30
(Limited to paid leave pay out, additional hours, new hire catch up, prior period corrections)			
SPC (TMP) Data Entry (Navigate: **Temporary Payroll Instructions**)	June 28	July 31	Aug 30
Deadline for SPC Data Entry (5 PM)	July 1	Aug 1	Sept 3
*OUPAY Form to Payroll for EOM On-Cycle	**July 9**	**Aug 8**	**Sept 6**
[Events that cannot be processed via the eFORM ADD PAY (Non-Base Compensation) on line system and DEPTS without eFORM ADD PAY access should follow these dates. DEPTs with access see below.]			
Faculty / Staff ePAF entries approved by HR by this date will be seen on the EOM paylines	July 9	Aug 8	Sept 6
PPP, Temp and Off-Cycle Earning Statements available online.	July 9	Aug 9	Sept 10
EOM Lost Time Data Entry (Navigate: **Payroll Instructions**)	July 10	Aug 9	Sept 9
Deadline for Lost Time Data Entry (5 PM)	July 12	Aug 13	Sept 11
Special Payment Requests (via OUPAY Form) to Payroll for the current EOM are due by 5 PM	July 11*	Aug 12*	Sept 10*
EOM ePAF and eFORM ADD PAY entry - 5 PM cut-off	July 11*****	Aug 12*****	Sept 10*****
* Events not approved by 5 PM cannot be guaranteed for current EOM Payroll			
PPP/Temp Payday/EOMOC Payday	July 12	Aug 12	Sept 12
INC Payday	July 12	---	---
Deadline for making changes to Direct Deposit info (12 pm)	July 18	Aug 19	Sept 17
No new hires processed after these dates (see email from 8/7/12)	July 18	Aug 19	Sept 17
Cancellations (EOM) Due to Payroll by 5 PM	July 24	Aug 23	Sept 23
End of Month Payday	July 31	Aug 30	Sept 30