

AT-A-GLANCE PAYROLL SCHEDULES

END-MONTH AND BI-WEEKLY



2013 END-MONTH CALENDAR

NCCU END- MONTH Payroll	CAMPUS HANDOFF to HR by 5:00 P.M.	EMPLOYEE ONLINE Leave Reports & Web Time Entry DUE to Managers By 11:00 P.M.	SUPERVISOR ONLINE Leave Reports & Web Time Entry APPROVAL Due to HR By 11:00 P.M.	PAPER Timesheets Due to HR Dept. by 5:00 P.M.	Check Date
MN 01	12-21-12	02-04-13	02-05-13	02-05-13	01-31-13
MN 02	01-24-13	03-04-13	03-05-13	03-05-13	02-28-13
MN 03	02-21-13	04-02-13	04-03-13	04-03-13	03-28-13
MN 04	03-21-13	05-02-13	05-03-13	05-03-13	04-30-13
MN 05	04-25-13	06-04-13	06-05-13	06-05-13	05-31-13
MN 06	05-23-13	07-02-13	07-03-13	07-03-13	06-28-13
MN 07	06-25-13	08-02-13	08-05-13	08-05-13	07-31-13
MN 08	07-25-13	09-04-13	09-05-13	09-05-13	08-30-13
MN 09	08-21-13	10-02-13	10-03-13	10-03-13	09-30-13
MN 10	09-26-13	11-04-13	11-05-13	11-05-13	10-31-13
MN 11	10-18-13	12-02-13	12-02-13	12-02-13	11-27-13
MN 12	11-12-13	01-03-2014	01-06-2014	01-06-2014	12-23-13
MN 01-014	12-17-13	02-04-2014	02-05-2014	02-05-2014	01-31-2014

2013 BI-WEEKLY CALENDAR

Bi-Weekly PP#	EMPLOYEE Web Time Entry DUE 6:00 P.M.	SUPERVISOR HR Approval DUE 11:00 P.M.	Check Date
1	12-30-12	12-31-12	01-11-13
2	01-13-13	01-14-13	01-25-13
3	01-27-13	01-28-13	02-08-13
4	02-10-13	02-11-13	02-22-13
5	02-24-13	02-25-13	03-08-13
6	03-10-13	03-11-13	03-22-13
7	03-24-13	03-25-13	04-05-13
8	04-07-13	04-08-13	04-19-13
9	04-21-13	04-22-13	05-03-13
10	05-05-13	05-06-13	05-17-13
11	05-19-13	05-20-13	05-31-13
12	06-02-13	06-03-13	06-14-13
13	06-16-13	06-17-13	06-28-13
14	06-30-13	07-01-13	07-12-13
15	07-14-13	07-15-13	07-26-13
16	07-28-13	07-29-13	08-09-13
17	08-11-13	08-12-13	08-23-13
18	08-25-13	08-26-13	09-06-13
19	09-08-13	09-09-13	09-20-13
20	09-22-13	09-23-13	10-04-13
21	10-06-13	10-07-13	10-18-13
22	10-20-13	10-21-13	11-01-13
23	11-03-13	11-04-13	11-15-13
24	11-17-13	11-18-13	11-27-13
25	12-01-13	12-02-13	12-13-13
26	12-15-13	12-16-13	12-27-13