

NCCU END-MONTH PAYROLL CALENDAR



2013

NCCU Payroll No.	Month	Payroll Start Date	Payroll End Date	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 Department by 5:00 P.M.	Pay Day
MN 01	January	01-01-13	01-31-13	12-21-12	02-04-13	02-05-13	02-05-13	01-31-13
MN 02	February	02-01-13	02-28-13	01-24-13	03-04-13	03-05-13	03-05-13	02-28-13
MN 03	March	03-01-13	03-31-13	02-21-13	04-02-13	04-03-13	04-03-13	03-28-13
MN 04	April	04-01-13	04-30-13	03-22-13	05-02-13	05-03-13	05-03-13	04-30-13
MN 05	May	05-01-13	05-31-13	04-25-13	06-04-13	06-05-13	06-05-13	05-31-13
MN 06	June	06-01-13	06-30-13	05-23-13	07-02-13	07-03-13	07-03-13	06-28-13
MN 07	July	07-01-13	07-31-13	06-25-13	08-02-13	08-05-13	08-05-13	07-31-13
MN 08	August	08-01-13	08-30-13	07-25-13	09-04-13	09-05-13	09-05-13	08-30-13
MN 09	September	09-01-13	09-30-13	08-21-13	10-02-13	10-03-13	10-03-13	09-30-13
MN 10	October	10-01-13	10-31-13	09-26-13	11-04-13	11-05-13	11-05-13	10-31-13
MN 11	November	11-01-13	11-30-13	10-18-13	12-02-13	12-02-13	12-02-13	11-27-13
MN 12	December	12-01-13	12-31-13	11-12-13	01-03-2014	01-06-2014	01-06-2014	12-23-13
MN 01-2014	January	01-01-2014	01-31-2014	12-17-13	02-04-2014	02-05-2014	02-05-2014	01-31-2014

****** To ensure scheduled payroll payments for employees according to the above "Pay Dates", all personnel actions must be received by Human Resources by 5:00 p.m. on the **Campus Handoff to HR by the COB Date** above. This HR timeline is established in accordance with mandated requirements for payroll processing. **All personnel forms-actions that are submitted must have the appropriate approvals i.e., Deans, Department Chairs, Vice Chancellors, Provost, Budget and-or Contracts and Grants as necessary for payroll processing and prior to Human Resources receipt.**