NCCU END-MONTH PAYROLL CALENDAR

NORTH CAROLINA CENTRAL UNIVERSITY
FOUNDED 1910

2014

NCCU Payroll No.	Month	Payroll Start Date	Payroll End Date	CAMPUS HANDOFF to HR by 5:00 P.M.	EMPLOYEE PRIOR MONTH Leave Report DUE to Manager By 11:00 P.M.	MANAGER APPROVAL OF PRIOR MONTH Leave Report Due to HR By 11:00 P.M.	Pay Day
MN 01	January	01-01-14	01-31-14	12-17-2013	01-06-14	01-07-14	01-31-14
MN 02	February	02-01-14	02-28-14	01-21-2014	02-04-14	02-05-14	02-28-14
MN 03	March	03-01-14	03-31-14	02-19-2014	03-04-14	03-05-14	03-31-14
MN 04	April	04-01-14	04-30-14	03-20-2014	04-02-14	04-03-14	04-30-14
MN 05	May	05-01-14	05-31-14	04-21-2014	05-02-14	05-05-14	05-30-14
MN 06	June	06-01-14	06-30-14	05-21-2014	06-03-14	06-04-14	06-30-14
MN 07	July	07-01-14	07-31-14	06-23-2014	07-02-14	07-03-14	07-31-14
MN 08	August	08-01-14	08-31-14	07-22-2014	08-04-14	08-05-14	08-29-14
MN 09	September	09-01-14	09-30-14	08-21-2014	09-03-14	09-04-14	09-30-14
MN 10	October	10-01-14	10-31-14	09-23-2014	10-02-14	10-03-14	10-31-14
MN 11	November	11-01-14	11-30-14	10-15-2014	11-04-14	11-05-14	11-26-14
MN 12	December	12-01-14	12-31-14	11-12-2014	12-01-14	12-02-14	12-23-14
MN 01-2015	January	01-01-2015	01-31-2015	12-11-2014	01-05-2015	01-06-2015	01-30-2015

*** 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.***