



HR CAMPUS COMMUNICATIONS

MISSION STATEMENT: To proactively collaborate with faculty, staff and students to attract, motivate, develop and retain a diverse pool of talent in support of the mission and goals of the university.



January 20, 2016



2016 HUMAN RESOURCES/PAYROLL SCHEDULES

NCCU Faculty and Staff,

The 2016 Payroll Schedules are provided for University employees as leave reporting and timekeeping resources. Click the appropriate schedule title below, download, and display in an easily accessible format for your reference throughout the year.

For your convenience and immediate access, PDF schedules are attached. In addition, the Forms and Documents Repository links are provided below and are labeled per the appropriate Human Resources or Payroll contact.

Payroll Schedule	Contact	Email Address	Telephone
<u>2016 Bi-Weekly Payroll Schedule</u>	Terrie Ames <i>Payroll Manager</i>	<u>tames1@nccu.edu</u>	530-5347
<u>2016 End-Month Payroll Schedule</u>	Connie Boone <i>Benefits and Salary Administration Manager</i>	<u>cboone@nccu.edu</u>	530-5147
<u>2016 SPA Subject Payroll Schedule</u>	Sandra Bailey <i>Benefits – Leave Specialist</i>	<u>sbaile20@nccu.edu</u>	530-6108
<u>2016 Law Enforcement Payroll Schedule</u>	Sandra Bailey <i>Benefits – Leave Specialist</i>	<u>sbaile20@nccu.edu</u>	530-6108

Please direct your questions or guidance requirements to the designated schedule contact.

Thank you.