		2020			2/4/22 12:19 PM
SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5	6 BW 23 PAY DAY
					DW 201 AT DAT
			OE OVERVIEW MEETING SSC RELEASES OE TEST FILE		
			SSC RELEASES OF TEST FILE JobAid	SSC RECEIVES 2021 OF PROD FILE	1
		Post MN NOC Rpt / Confirm Adj Run	BF GENERATES 2021_OE_ PROD FILE	HRIS REVIEWS 2021_OE_PROD FILE	SSC SPLITS 2021_OE_PROD FILE
		ALL HBR's APPROVE PENDING	BF GENERATES NOV CHANGES FILE	SSC SPLITS / PLACES	HBR REVIEW CHANGES EXCEL FILE
0	9	BF TASKS For EE ACTIONS 10	SSC RECEIVES NOV CHANGES	NOV CHANGES FILE 12	OR LOAD NOV CHANGES CSV FILE 13
BW24	3	Handoff PR to SSC 10am	Federal Reserve Holiday	Handoff PR to SSC 10am	ALL UPDATES THAT IMPACT EE'S PAY
PAY	Payroll Manager's review for any	SSC Finalize BW 24-UNCP, FSU	SECU Holiday	SSC Finalize BW 24	MUST BE ENTERED BEFORE THE HANDOFF
PERIOD	checks in depts possession that should be void. VOIDS SHOULD BE	Feed to Finance by COB	Dept State Treasury - No CB\$	ECSU, NCAT, NCCU, UNCA	FROM HR TO PR SINCE OVERTIME IS
ENDS	PROCESSED BY DEC 7, 2020	ALL ADJUSTMENTS SHOULD BE PROCESSED BEFORE MN12	Veterans Day System Office Holiday	UNCSA, WCU, WSSU Feed to Finance by COB	CALCULATED DURING UPDATE TO LEAVE CAMPUS PAYROLL HAS THE
	,	AND MUST BE PROCESSED PRIOR	TARGET DATE HR COMPLETES		DISCRETION TO ACCEPT ANY REQUEST
X	ALL COLLECTED OVER PAYMENTS	TO WINTER BREAK	PWRBENU 6.0.1 Testing Using OE_TEST		TO RE-EXRACT RECORDS FOR EDIT
	should be processed prior to MN11 or MN 12 to receive TSERS ER Contr	Place KPIs Scripts in Folder Post BW NOC Rpt / Confirm Adj Run	File. REQUEST MIGRATION TO BE IN PROD NO LATER THAN 11/20		Handoff HR to PR (MN 11) 5pm
15	16	17	18	19	20
	PR Begin MN 11 Edits 8am			Handoff PR to SSC 10am	BW 24 PAY DAY
	ONCE THE HANDOFF FROM HR TO PR OCCURS THE SYSTEM IS CONSIDERED			SSC Finalize MN 11 Feed to Finance by COB	PWRBENU 6.0.2 WILL BE DEPLOYED NO LATER THAN MONDAY 11/23
	TO BE IN "HARD STOP" STATUS AND			Prerequisites for End of Year	TARGET DATE TO HAVE PWRBENU
	RE-EXTRACTS SHOULD BE ACCEPTED		UI Coordinators:	ADMIN COMMONS: 9.3.22	6.0.1 IN PRODUCTION
	ONLY IF AN OVERPAYMENT WILL OCCUR.		Expect Unemployment Reimbursement Statement	BANNER GENERAL: 8.12.2 / 9.3.18	RELEASE PTRBDMC SHP Script
	ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED		Reimbursement Statement	BANNER HR: 8.18.1.1 / 9.3.16 BANNER BSS: 8.18 / 9.12	RELEASE PTRBDPL Load File RELEASE 2021 OE SHP JobAid
	BY RECALC WITHOUT RE-EXTRACT		CAB Meeting 3pm	PRIOR TO DEC 1	Load KPIs to Active Collab
	23	24		26	27
BW25 PAY	SSC PLACES 2021_OE_SHP PROD CSV	Handoff PR to SSC 10am SSC Finalize BW 25 - UNCP	Handoff PR to SSC 10am SSC Finalize BW 25	Federal Reserve Holiday SECU Holiday	SECU Holiday
PERIOD	FILE IN TEST & PROD BENU INBOUND FOLDERS	Feed to Finance by COB	FSU, ECSU, NCAT, NCCU,	Dept State Treasury - No CB\$	Dept State Treasury - No CB\$
ENDS	SSC PLACES 2021_OE_SHP PROD		UNCA, UNCSA, WCU, WSSU		
v	EXCEL FILE IN CAMPUS PROD HR	UDIO Della DE filas ta susata AOA filas	Feed to Finance by COB	Thanksgiving	Thanksgiving
Y	FOLDER\OPEN ENROLLMENT\2021	HRIS Pulls BF files to create ACA files PULLED FILES ON 11/19 DUE TO NEW	ALL ACA FILES THRU NOV SHOULD BE TRANSMITTED IN THE EVENT A NEW	System Office Holiday	System Office Holiday
	HR BEGINS TESTING 2021_OE SHP	PENDING INTERFACE	INTERFACE IS REQUIRED PLACING A		
	PROD FILE IN TEST ENVIRONMENT	Post BW NOC Rpt / Confirm Adj Run	HOLD ON TRANSMITTING		
29	TARGET DATE HR TO COMPLETE				
	TESTING 2021_OE _SHP PROD FILE				
	Campus validates the Spring	1			
	semester dates are setup on PTRSCRD to ensure desired				
	results from PHPSHRS				
	TARGET: ACA Reporting to Maestro				
	MN 11 PAY DAY				

	*				
	*PC	2020			0///00 40 40 70
0.111					2/4/22 12:19 PM
SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 ALL COLLECTED OVER PAYMENTS	UI Coordinators:	Elluicians Releases W2 Updates	4 BW 25 PAY DAY
	ec	should be processed prior to MN 12	or coordinators.	ADMIN COMMONS 9.3.23	TAX PATCH 280 - FICA RELEASED
		to receive TSERS ER Contr	Ensure Annual Unemployment	BANNER HR 8.18.2 / 9.3.17	
			invoices are processed by	BANNER BSS 8.18.1 / (9.13 Opt)	TARGET DATE HR TO COMPLETE LOADING 2021 OE SHP PROD FILE
		Payroll Manager's review for any	A/P by due date	Install ASAP FOR SSC TO TEST	IN PRODUCTION
		checks in depts possession that	BF GENERATES 2021_OE_CHANGES	MIGRATE TO PROD BEFORE 12/18	SSC PLACES 2021 OF CHANGES
		should be void. VOIDS SHOULD BE	SSC RECEIVES 2021_OE_CHANGES	HRIS REVIEWS 2021_OE_CHANGES	EXCEL FILE IN CAMPUS PROD HR
		PROCBSSED BY DEC 7, 2020	Post MN NOC Rpt / Confirm Adj Run	SSC SPLITS OE_CHANGES FILE	FOLDER\ OPEN ENROLLMENT\ 2021
		ALL HBR's APPROVE PENDING	BF GENERATES DEC CHANGES FILE	SSC SPLITS / PLACES	HBR REVIEW CHANGES EXCEL FILE
		BF TASKS For EE ACTIONS	SSC RECEIVES DEC CHANGES	DEC CHANGES FILE	MANUAL ENTRY FOR DEC CHANGES
6		8	9	10	11
BW26	OE NCFLEX OVERVIEW MEETING	Handoff PR to SSC 10am	ALL UPDATES THAT IMPACT EE'S PAY	Handoff PR to SSC 10am	HBR notify Payroll Analysts
	IF FEDERAL, STATE, OASDI / MEDICARE	SSC Finalize BW 26 - UNCP & FSU	MUST BE ENTERED BEFORE THE HANDOFF	SSC Finalize BW 26 ECSU, NCAT,	addresses are cleared to run ACA file
PERIOD	rates are Released, they should be	Feed to Finance by COB	FROM HR TO PR SINCE OVERTIME IS	NCCU, UNCA, UNCSA, WCU, WSSU	SSC runs ACA files and places all
ENDS	installed in TEST ENVIRONMENT ONLY for review. FILES CANNOT BE INSTALL		CALCULATED DURING UPDATE TO LEAVE	Feed to Finance by COB	files in the appropriate monthly folder
_	IN PROD UNTIL AFTER BW27 IS		CAMPUS PAYROLL HAS THE	PR Begin MN 12 Edits 8am	
Z	FINALIZE		DISCRETION TO ACCEPT ANY REQUEST	ONCE THE HANDOFF FROM HR TO PR	ONLY IF AN OVERPAYMENT WILL OCCUR.
	ALL 2021 TAX RELEASES CAN BE		TO RE-EXRACT RECORDS FOR EDIT	OCCURS THE SYSTEM IS CONSIDERED TO BE IN "HARD STOP" STATUS AND	ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED
	INSTALLED IN PROD JAN 4, 2021			RE-EXTRACTS SHOULD BE ACCEPTED	BY RECALC WITHOUT RE-EXTRACT
				HRIS Pulls BF files to create ACA files	DI REGAES WITHOUT RE EXTRACT
	HR REVIEWS 2021_OE_CHANGES FILE AND MANUALLY UPDATES DEDN			Campus HBRs run WebFOCUS Rept	
	RECORDS FOR SHP CHANGES	Post BW NOC Rpt / Confirm Adj Run	Handoff HR to PR (MN 12) 5pm	HGAWBADA to clear bad addresses	Place KPIs Scripts in Folder
13	14	15	16	17	18
		Handoff PR to SSC 10am			BW 26 PAY DAY
		SSC Finalize MN 12		RELEASE PTRBDMC NC FLEX Script	
		Feed to Finance by COB		RELEASE PTRBDPL NC FLEX Load File	ASHLEY TO COMPLETE ENTERING
		DEADLINE: ALL MONTHLY ACA FILES		RELEASE 2021_OE NC FLEX JobAid	COBRA DETAIL FOR CAMPUSES
		MUST BE SUBMITTED BY END OF DAY	BANNER HR 8.18.2 / 9.3.17	HR BEGINS TESTING 2021_OE_NCFLEX	THAT TRANSMIIITED ALL FILES
		FOR ASHLEY TO UPDATE COBRA	BANNER BSS 8.18.1 / (9.13 Opt)	PROD FILE IN TEST ENVIRONMENT	TO MAESTRO BY DEC 15th
00	0.4	DETAIL FOR SSC CAMPUSESBY 12/18	IN PROD PRIOR TO WINTER BREAK	0.4	Load KPIs to Active Collab
20 BW27	Christman / Winter Break	Christmas / Winter Breek	23	24	25 Fodoral Posoryo Holiday
PAY	Christmas / Winter Break System Office Closed (Vacation)	Christmas / Winter Break System Office Closed (Vacation)		SECU Holiday	Federal Reserve Holiday SECU Holiday
PERIOD		SSC TEAM IS WORKING		Dept State Treasury - No CB\$	Dept State Treasury - No CB\$
ENDS	SSC TEAM IS WORKING	Handoff PR to SSC 10am		Dept Gate Treasury - No OD\$	Dept diate freading - No OD\$
		SSC Finalize BW 27 ALL CAMPUSES	Christmas / Winter Break	Christmas / Winter Break	Christmas / Winter Break
ZZ		Feed to Finance by COB	System Office Holiday	System Office Holiday	System Office Holiday
		MN 12 PAY DAY			
		Post BW NOC Rpt / Confirm Adj Run			
27	28	29	30	31	1
				BW 27 PAY DAY	Federal Reserve Holiday
					SECU Holiday
					Dept State Treasury - No CB\$
					Now Year's Day
					New Year's Day System Office Holiday
					Gystem office Holiday

		2021			2/4/22 12:19 PM
SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
					1 Federal Reserve Holiday SECU Holiday Dept State Treasury - No CB\$ New Year's Day System Office Holiday
BW01 PAY PERIOD ENDS	4	Handoff PR to SSC 10am SSC Finalize BW 01 - UNCP Feed to Finance by COB DO NOT RUN PHPSHRS	6 Handoff PR to SSC 10am SSC Finalize BW 01 - FSU Feed to Finance by COB DO NOT RUN PHPSHRS	7 Handoff PR to SSC 10am SSC Finalize BW 01 ECSU, NCAT, NCCU, UNCA UNCSA, WCU, WSSU Feed to Finance by COB DO NOT RUN PHPSHRS	Qtr 4 and W2 Reconciliation Begins! Adjustments not processed prior to Winter Break may require W2c
	TEST FED & ST TAX RELEASES AND MIGRATE TO PRODUCTION Post MN NOC Rpt / Confirm Adj Run	Post BW NOC Rpt / Confirm Adj Run	TARGET DATE HR TO COMPLETE TESTING 2021_OE_NCFLEX PROD FILE IN TEST ENVIRONMENT	Release PWULROL 2.0.6 for Campus to test and migrate to PROD prior to MN01	TARGET DATE HR TO COMPLETE LOADING 2021_OE_NCFLEX PROD FILE IN PRODUCTION
10	11		13	14	15
	SSC TO UPDATE NRA TAX RATES Place KPIs Scripts in Folder	Run WebFOCUS PGAWTXST to identify employees with WAIVED Federal or State Tax Status. Notify EE exemption expires FEB 15th and new form is required ALL HBR's APPROVE PENDING BF TASKS For EE ACTIONS	COMPLETE Test of PWULROL 2.0.6 and request migration to PROD before HR handoff to Campus PR BF GENERATES 2020_MAINT FILE SSC RECEIVES / SPLITS / PLACES 2020_MAINT FILE BF GENERATES JAN CHANGES FILE SSC RECEIVES /SPLITS /PLACES	HR REVIEWS 2020_MAINT FILE AND MANUALLY UPDATES DEDN RECORDS FOR CHANGES HR REVIEWS 2021_OE_CHANGES FILE AND MANUALLY UPDATES DEDN RECORDS FOR NC FLEX CHANGES HBR REVIEW CHANGES EXCEL FILE MANUAL ENTRY FOR JAN CHANGES	BW 01 PAY DAY ALL UPDATES THAT IMPACT EE'S PAY MUST BE ENTERED BEFORE THE HANDOFF FROM HR TO PR SINCE OVERTIME IS CALCULATED DURING UPDATE TO LEAVE CAMPUS PAYROLL HAS THE DISCRETION TO ACCEPT ANY REQUEST TO RE-EXRACT RECORDS FOR EDIT Handoff HR to PR (MN 01) 5pm
17 BW02 PAY PERIOD ENDS	18 Federal Reserve Holiday Dept State Treasury - No CB\$ Martin Luther King, Jr. System Office Holiday	PR Begin MN 01 Edits 8am ONCE THE HANDOFF FROM HR TO PR OCCURS THE SYSTEM IS CONSIDERED TO BE IN "HARD STOP" STATUS AND RE-EXTRACTS SHOULD BE ACCEPTED ONLY IF AN OVERPAYMENT WILL OCCUR. ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT	20 Handoff PR to SSC 10am SSC Finalize BW 02 - UNCP & FSU Feed to Finance by COB CAB Meeting 3pm Post BW NOC Rpt / Confirm Adj Run	21 Handoff PR to SSC 10am SSC Finalize BW 02 ECSU, NCAT, NCCU, UNCA UNCSA, WCU, WSSU Feed to Finance by COB	22 Handoff PR to SSC 10am SSC Finalize MN 01 Feed to Finance by COB
24	Test Environment should be cloned as soon as MN01 Feed to Finance is complete to test PWULROL 2.0.6 in TEST Environment Target Date: ALL W2 files printed	26	27	28	29 BW 02 PAY DAY MN 01 PAY DAY

	Feb	2021			
SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
31-Jan BW03 PAY PERIOD ENDS	Process Mass Update for Expired Exempt (Waived) Tax Forms	2 Handoff PR to SSC 10am SSC Finalize BW 04 - UNCP Feed to Finance by COB Post MN NOC Rpt / Confirm Adj Run Post BW NOC Rpt / Confirm Adj Run	3 Handoff PR to SSC 10am SSC Finalize BW 04 - FSU Feed to Finance by COB	4 Handoff PR to SSC 10am SSC Finalize BW 04 ECSU, NCAT, NCCU, UNCA UNCSA, WCU, WSSU Feed to Finance by COB	5
7	8	9	10	11	12
					BW 03 PAY DAY
		Place KPIs Scripts in Folder	BF GENERATES 2020_MAINT2 FILE SSC RECEIVES / SPLITS / PLACES 2020 MAINT2 FILE	HR REVIEWS 2020_MAINT2 FILE AND MANUALLY UPDATES DEDN RECORDS FOR CHANGES	COMPLETE LEAVE ROLL BEFORE HR HANDS OFF TO CAMPUS PAYROLL
		ALL HBR'S APPROVE PENDING BF TASKS For EE ACTIONS	BF GENERATES FEB CHANGES FILE SSC RECEIVES FEB CHANGES	SSC SPLITS / PLACES FEB CHANGES FILE	HBR REVIEW CHANGES EXCEL FILE OR LOAD FEB CHANGES CSV FILE
14 BW04 PAY PERIOD ENDS	15 Federal Reserve Holiday Dept State Treasury - No CB\$ ALL UPDATES THAT IMPACT EE'S PAY MUST BE ENTERED BEFORE THE HANDOFF FROM HR TO PR SINCE OVERTIME IS CALCULATED DURING UPDATE TO LEAVE CAMPUS PAYROLL HAS THE DISCRETION TO ACCEPT ANY REQUEST TO RE-EXRACT RECORDS FOR EDIT	PR Begin MN 02 Edits 8am ONCE THE HANDOFF FROM HR TO PR OCCURS THE SYSTEM IS CONSIDERED TO BE IN "HARD STOP" STATUS AND RE-EXTRACTS SHOULD BE ACCEPTED ONLY IF AN OVERPAYMENT WILL OCCUR. ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED	17 Handoff PR to SSC 10am SSC Finalize BW 04 - UNCP & FSU Feed to Finance by COB CAB Meeting 3pm	18 Handoff PR to SSC 10am SSC Finalize BW 04 ECSU, NCAT, NCCU, UNCA UNCSA, WCU, WSSU Feed to Finance by COB	19 Handoff PR to SSC 10am SSC Finalize MN 02 Feed to Finance by COB
	Handoff HR to PR (MN 02) 5pm	BY RECALC WITHOUT RE-EXTRACT	Post BW NOC Rpt / Confirm Adj Run		Load KPIs to ShareFile
21		HRIS Pulls BF files to create ACA files Campus HBRs run WebFOCUS Rept HGAWBADA to clear bad addresses	HBR notify Payroll Analysts addresses are cleared to run ACA file SSC runs ACA files and places all files in the appropriate monthly folder	25	26 BW 04 PAY DAY TARGET: ACA Reporting to Maestro MN 02 PAY DAY
BW05 PAY PERIOD ENDS					