




2020

2/4/22 12:19 PM

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5	6 BW 23 PAY DAY
			OE OVERVIEW MEETING SSC RELEASES OE_TEST FILE SSC RELEASES OE_TEST FILE JobAid	SSC RECEIVES 2021_OE_PROD FILE	
		Post MN NOC Rpt / Confirm Adj Run ALL HBR's APPROVE PENDING BF TASKS For EE ACTIONS	BF GENERATES 2021_OE_PROD FILE BF GENERATES NOV CHANGES FILE SSC RECEIVES NOV CHANGES	HRIS REVIEWS 2021_OE_PROD FILE SSC SPLITS / PLACES NOV CHANGES FILE	SSC SPLITS 2021_OE_PROD FILE HBR REVIEW CHANGES EXCEL FILE OR LOAD NOV CHANGES CSV FILE
8 BW24 PAY PERIOD ENDS X	9 Payroll Manager's review for any checks in depts possession that should be void. VOIDS SHOULD BE PROCESSED BY DEC 7, 2020 ALL COLLECTED OVER PAYMENTS should be processed prior to MN11 or MN 12 to receive TSERS ER Contr	10 Handoff PR to SSC 10am SSC Finalize BW 24-UNCP, FSU Feed to Finance by COB ALL ADJUSTMENTS SHOULD BE PROCESSED BEFORE MN12 AND MUST BE PROCESSED PRIOR TO WINTER BREAK Place KPIs Scripts in Folder Post BW NOC Rpt / Confirm Adj Run	11 Federal Reserve Holiday SECU Holiday Dept State Treasury - No CB\$ Veterans Day System Office Holiday TARGET DATE HR COMPLETES PWRBENU 6.0.1 Testing Using OE_TEST File. REQUEST MIGRATION TO BE IN PROD NO LATER THAN 11/20	12 Handoff PR to SSC 10am SSC Finalize BW 24 ECSU, NCAT, NCCU, UNCA UNCSA, WCU, WSSU Feed to Finance by COB	13 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-EXTRACT RECORDS FOR EDIT Handoff HR to PR (MN 11) 5pm
15	16 PR Begin MN 11 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	17	18 UI Coordinators: Expect Unemployment Reimbursement Statement CAB Meeting 3pm	19 Handoff PR to SSC 10am SSC Finalize MN 11 Feed to Finance by COB Prerequisites for End of Year ADMIN COMMONS: 9.3.22 BANNER GENERAL: 8.12.2 / 9.3.18 BANNER HR: 8.18.1.1 / 9.3.16 BANNER BSS: 8.18 / 9.12 PRIOR TO DEC 1	20 BW 24 PAY DAY PWRBENU 6.0.2 WILL BE DEPLOYED NO LATER THAN MONDAY 11/23 TARGET DATE TO HAVE PWRBENU 6.0.1 IN PRODUCTION RELEASE PTRBDMC SHP Script RELEASE PTRBDPL Load File RELEASE 2021_OE SHP JobAid Load KPIs to Active Collab
22 BW25 PAY PERIOD ENDS Y	23 SSC PLACES 2021_OE_SHP PROD CSV FILE IN TEST & PROD BENU INBOUND FOLDERS SSC PLACES 2021_OE_SHP PROD EXCEL FILE IN CAMPUS PROD HR FOLDER\OPEN ENROLLMENT\2021 HR BEGINS TESTING 2021_OE_SHP PROD FILE IN TEST ENVIRONMENT	24 Handoff PR to SSC 10am SSC Finalize BW 25 - UNCP Feed to Finance by COB HRIS Pulls BF files to create ACA files PULLED FILES ON 11/19 DUE TO NEW PENDING INTERFACE Post BW NOC Rpt / Confirm Adj Run	25 Handoff PR to SSC 10am SSC Finalize BW 25 FSU, ECSU, NCAT, NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB ALL ACA FILES THRU NOV SHOULD BE TRANSMITTED IN THE EVENT A NEW INTERFACE IS REQUIRED PLACING A HOLD ON TRANSMITTING	26 Federal Reserve Holiday SECU Holiday Dept State Treasury - No CB\$ Thanksgiving System Office Holiday	27 SECU Holiday Dept State Treasury - No CB\$ Thanksgiving System Office Holiday
29	30 TARGET DATE HR TO COMPLETE TESTING 2021_OE_SHP PROD FILE Campus validates the Spring semester dates are setup on PTRSCRD to ensure desired results from PHPSHRS TARGET: ACA Reporting to Maestro MN 11 PAY DAY				

Dec						2020				2/4/22 12:19 PM
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		1 ALL COLLECTED OVER PAYMENTS should be processed prior to MN 12 to receive TSERS ER Contr Payroll Manager's review for any checks in depts possession that should be void. VOIDS SHOULD BE PROCBSSED BY DEC 7, 2020 ALL HBR's APPROVE PENDING BF TASKS For EE ACTIONS	2 UI Coordinators: Ensure Annual Unemployment invoices are processed by A/P by due date BF GENERATES 2021_OE_CHANGES SSC RECEIVES 2021_OE_CHANGES Post MN NOC Rpt / Confirm Adj Run BF GENERATES DEC CHANGES FILE SSC RECEIVES DEC CHANGES	3 Elluicians Releases W2 Updates ADMIN COMMONS 9.3.23 BANNER HR 8.18.2 / 9.3.17 BANNER BSS 8.18.1 / (9.13 Opt) Install ASAP FOR SSC TO TEST MIGRATE TO PROD BEFORE 12/18 HRIS REVIEWS 2021_OE_CHANGES SSC SPLITS OE_CHANGES FILE SSC SPLITS / PLACES DEC CHANGES FILE	4 BW 25 PAY DAY TAX PATCH 280 - FICA RELEASED TARGET DATE HR TO COMPLETE LOADING 2021_OE_SHP PROD FILE IN PRODUCTION SSC PLACES 2021_OE_CHANGES EXCEL FILE IN CAMPUS PROD HR FOLDER\ OPEN ENROLLMENT\ 2021 HBR REVIEW CHANGES EXCEL FILE MANUAL ENTRY FOR DEC CHANGES					
6 BW26 PAY PERIOD ENDS Z	7 OE NCFLEX OVERVIEW MEETING IF FEDERAL, STATE, OASDI / MEDICARE rates are Released, they should be installed in TEST ENVIRONMENT ONLY for review. FILES CANNOT BE INSTALL IN PROD UNTIL AFTER BW27 IS FINALIZE ALL 2021 TAX RELEASES CAN BE INSTALLED IN PROD JAN 4, 2021 HR REVIEWS 2021_OE_CHANGES FILE AND MANUALLY UPDATES DEDN RECORDS FOR SHP CHANGES	8 Handoff PR to SSC 10am SSC Finalize BW 26 - UNCP & FSU Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run	9 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-EXTRACT RECORDS FOR EDIT Handoff HR to PR (MN 12) 5pm	10 Handoff PR to SSC 10am SSC Finalize BW 26 ECSU, NCAT, NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB PR Begin MN 12 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 HRIS Pulls BF files to create ACA files Campus HBRs run WebFOCUS Rept HGAWBADA to clear bad addresses	11 HBR notify Payroll Analysts addresses are cleared to run ACA file SSC runs ACA files and places all files in the appropriate monthly folder ONLY IF AN OVERPAYMENT WILL OCCUR. ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT Place KPIs Scripts in Folder					
13	14	15 Handoff PR to SSC 10am SSC Finalize MN 12 Feed to Finance by COB DEADLINE: ALL MONTHLY ACA FILES MUST BE SUBMITTED BY END OF DAY FOR ASHLEY TO UPDATE COBRA DETAIL FOR SSC CAMPUSES BY 12/18	16 BANNER HR 8.18.2 / 9.3.17 BANNER BSS 8.18.1 / (9.13 Opt) IN PROD PRIOR TO WINTER BREAK	17 RELEASE PTRBDMC NC FLEX Script RELEASE PTRBDPL NC FLEX Load File RELEASE 2021_OE NC FLEX JobAid HR BEGINS TESTING 2021_OE_NCFLEX PROD FILE IN TEST ENVIRONMENT	18 BW 26 PAY DAY ASHLEY TO COMPLETE ENTERING COBRA DETAIL FOR CAMPUSES THAT TRANSMIITED ALL FILES TO MAESTRO BY DEC 15th Load KPIs to Active Collab					
20 BW27 PAY PERIOD ENDS ZZ	21 Christmas / Winter Break System Office Closed (Vacation) SSC TEAM IS WORKING	22 Christmas / Winter Break System Office Closed (Vacation) SSC TEAM IS WORKING Handoff PR to SSC 10am SSC Finalize BW 27 ALL CAMPUSES Feed to Finance by COB MN 12 PAY DAY Post BW NOC Rpt / Confirm Adj Run	23 Christmas / Winter Break System Office Holiday	24 SECU Holiday Dept State Treasury - No CB\$ Christmas / Winter Break System Office Holiday	25 Federal Reserve Holiday SECU Holiday Dept State Treasury - No CB\$ Christmas / Winter Break System Office Holiday					
27	28	29	30	31 BW 27 PAY DAY	1 Federal Reserve Holiday SECU Holiday Dept State Treasury - No CB\$ New Year's Day System Office Holiday					



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					1 <i>Federal Reserve Holiday SECU Holiday Dept State Treasury - No CB\$</i> <i>New Year's Day System Office Holiday</i>
3 BW01 PAY PERIOD ENDS A	4	5 Handoff PR to SSC 10am SSC Finalize BW 01 - UNCP Feed to Finance by COB DO NOT RUN PPHSHRS	6 Handoff PR to SSC 10am SSC Finalize BW 01 - FSU Feed to Finance by COB DO NOT RUN PPHSHRS	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 PPHSHRS	8 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		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
	Post MN NOC Rpt / Confirm Adj Run	Post BW NOC Rpt / Confirm Adj Run			
10	11	12	13	14	15 BW 01 PAY DAY
		Run WebFOCUS PGAWTXST to identify employees with WAIVED Federal or State Tax Status. Notify EE exemption expires FEB 15th and new form is required	COMPLETE Test of PWULROL 2.0.6 and request migration to PROD before HR handoff to Campus PR	HR REVIEWS 2020_MAINT FILE AND MANUALLY UPDATES DEDN RECORDS FOR CHANGES	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-EXTRACT RECORDS FOR EDIT
	SSC TO UPDATE NRA TAX RATES	ALL HBR's APPROVE PENDING BF TASKS For EE ACTIONS	BF GENERATES 2020_MAINT FILE SSC RECEIVES / SPLITS / PLACES 2020_MAINT FILE	HR REVIEWS 2021_OE_CHANGES FILE AND MANUALLY UPDATES DEDN RECORDS FOR NC FLEX CHANGES	Handoff HR to PR (MN 01) 5pm
	Place KPIs Scripts in Folder		BF GENERATES JAN CHANGES FILE SSC RECEIVES /SPLITS /PLACES	HBR REVIEW CHANGES EXCEL FILE MANUAL ENTRY FOR JAN CHANGES	
17 BW02 PAY PERIOD ENDS B	18 <i>Federal Reserve Holiday Dept State Treasury - No CB\$</i> <i>Martin Luther King, Jr. System Office Holiday</i>	19 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 Load KPIs to ShareFile	22 Handoff PR to SSC 10am SSC Finalize MN 01 Feed to Finance by COB
24	25 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

