Sept 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 **BW19 PAY PERIOD ENDS** **S**	**2** *Federal Reserve Holiday* *SECU Holiday* *Dept State Treasury - No CB$* **Labor Day** **System Office Holiday**	**3** HIGH PRIORITY This Week: ACA Files	**4** **Handoff PR to SSC 10am** **SSC Finalize BW 19 UNCP** **SSC Finalize BW 19 FSU** **Feed to Finance by COB** Post MN NOC Rpt / Confirm Adj Run Post BW NOC Rpt / Confirm Adj Run	**5** **Handoff PR to SSC 10am** **SSC Finalize BW 19** **ECSU, NCAT, NCCU, UNCA** **UNCSA, WCU, WSSU** **Feed to Finance by COB**	**6**	**7**
8	**9** HIGH PRIORITY This Week: ACA Files ALL HBR's APPROVE PENDING BF TASKS For EE ACTIONS	**10** BF GENERATES SEPT CHANGES FILE	**11** SSC RECEIVES / SPLITS / PLACES SEPT 2019 CHANGES FILE	**12** Place KPIs Scripts in Folder ALL HBR's REVIEW EXCEL CHG FILE PILOT CAMPUSES TESTING LOAD	**13** **BW 19 PAY DAY** **Finance to provide outstanding checklist of Payroll Disbursement account for Payroll Manager review of any checks in their possession that should be void**	**14**
15 **BW20 PAY PERIOD ENDS** **T**	**16** HIGH PRIORITY This Week: ACA Files Because Overtime is calculated during Leave Reporting, ALL changes that impact the EE's pay must be complete prior to HR hand-off to PR. Once hand-off occurs, "Hard Stop" is in place and re-extractions are limited to situations that will result in EE OverPayment without intervention. Handoff HR to PR (MN 09) 5pm Post BW NOC Rpt / Confirm Adj Run	**17** **Handoff PR to SSC 10am** **SSC Finalize BW 20 - UNCP** **Feed to Finance by COB**	**18** **Handoff PR to SSC 10am** **SSC Finalize BW 20 - FSU** **Feed to Finance by COB** **PR Begin MN 09 Edits 8am**	**19** **Handoff PR to SSC 10am** **SSC Finalize BW 20** **ECSU, NCAT, NCCU, UNCA** **UNCSA, WCU, WSSU** **Feed to Finance by COB**	**20** Load KPIs to Active Collab	**21**
22	**23** **Handoff PR to SSC 10am** **SSC Finalize MN 09** **Feed to Finance by COB** **HIGH PRIORITY This Week: ACA Files**	**24**	**25**	**26**	**27** **BW 20 PAY DAY**	**28**
29	**30** **By End of Septemeber the goal is to submit ACA files to Maesro thru August files** ACA Reporting to Maestro **MN 09 PAY DAY** **END of Quarter**					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29-Sep **BW21** **PAY** **PERIOD** **ENDS** **U**	**30-Sep** **High Priority for Oct:** **Complete Standard Measurement** **Period for HDHP Eligibility**	**1** **Handoff PR to SSC 10am** **SSC Finalize BW 21 - UNCP** **Feed to Finance by COB** **Post BW NOC Rpt / Confirm Adj Run**	**2** **Handoff PR to SSC 10am** **SSC Finalize BW 21 - FSU** **Feed to Finance by COB** **Post MN NOC Rpt / Confirm Adj Run**	**3** **Handoff PR to SSC 10am** **SSC Finalize BW 21** **ECSU, NCAT, NCCU, UNCA** **UNCSA, WCU, WSSU** **Feed to Finance by COB**	**4**	**5**
6	**7**	**8** **ALL HBR's APPROVE PENDING** **BF TASKS For EE ACTIONS**	**9** **BF GENERATES OCT CHANGES FILE**	**10** **SSC RECEIVES / SPLITS / PLACES** **OCT 2019 CHANGES FILE**	**11** **BW 21 PAY DAY** **Place KPIs Scripts in Folder** **ALL HBR's REVIEW EXCEL CHG FILE** **PILOT CAMPUSES TESTING LOAD**	**12**
13 **BW22** **PAY** **PERIOD** **ENDS** **V**	**14** *Federal Reserve Holiday* *Dept State Treasury - No CB$* *Columbus Day*	**15** **Finance to provide outstanding** **checklist of Payroll Disbursement** **account for Payroll Manager** **review of any checks in their** **possession that should be void**	**16** **Handoff PR to SSC 10am** **SSC Finalize BW 22 - UNCP** **SSC Finalize BW 22 - FSU** **Feed to Finance by COB** **Post BW NOC Rpt / Confirm Adj Run**	**17** **Handoff PR to SSC 10am** **SSC Finalize BW 22** **ECSU, NCAT, NCCU, UNCA** **UNCSA, WCU, WSSU** **Feed to Finance by COB**	**18** **Because Overtime is calculated** **during Leave Reporting, ALL changes** **that impact the EE's pay must be** **complete prior to HR hand-off to PR.** **Once hand-off occurs, "Hard Stop"** **is in place and re-extractions are** **limited to situations that will result in** **EE OverPayment without intervention.** **Handoff HR to PR (MN 10) 5pm**	**19**
20	**21** **PR Begin MN 10 Edits 8am** **Load KPIs to Active Collab** **Note: Translation table includes** **update to include new dental option** **and code to load HDHP records** **on OE file** **RELEASE TRANSLATION TABLE** **(Script) FOR 2020 OE FILE**	**22**	**23**	**24** **Handoff PR to SSC 10am** **SSC Finalize MN 10** **Feed to Finance by COB**	**25** **BW 22 PAY DAY** **2020 TRANSLATION TABLE SHOULD** **BE IN TEST & PROD BY TODAY**	**26**
27 **BW23** **PAY** **PERIOD** **ENDS** **W**	**28**	**29** **Handoff PR to SSC 10am** **SSC Finalize BW 23 - UNCP** **Feed to Finance by COB** **Post BW NOC Rpt / Confirm Adj Run**	**30** **Handoff PR to SSC 10am** **SSC Finalize BW 23 - FSU** **Feed to Finance by COB** **Transmit September and October** **ACA Files to Maestro**	**31** **Handoff PR to SSC 10am** **SSC Finalize BW 23** **ECSU, NCAT, NCCU, UNCA** **UNCSA, WCU, WSSU** **Feed to Finance by COB** **ACA Reporting to Maestro** **MN 10 PAY DAY**	**1-Nov** **Attention: Campus IT** **ALL SSC Campuses need to** **ensure the required releases** **for HR and Employee Self-Service** **prior to installing W2 Release** **are in Production by October 31st.**	**2-Nov** **Annual** **Open** **Enrollment** **Begins**

NOV 2019

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3	**4** UI Coordinators: Expect Unemployment Reimbursement Statement **Post MN NOC Rpt / Confirm Adj Run**	**5** **ALL HBR's APPROVE PENDING BF TASKS For EE ACTIONS**	**6** >>>>>>>>>>>SSC Attending Carolinas Payroll Conference>> **BF GENERATES NOV CHANGES FILE**	**7** **SSC RECEIVES / SPLITS / PLACES NOV 2019 CHANGES FILE**	**8** BW 23 PAY DAY **ALL HBR's REVIEW EXCEL CHG FILE PILOT CAMPUSES TESTING LOAD**	**9**
10 BW24 PAY PERIOD ENDS X	**11** *Federal Reserve Holiday* *SECU Holiday* *Dept State Treasury - No CB$* **Veterans Day System Office Holiday**	**12** Finance to provide outstanding checklist of Payroll Disbursement account for Payroll Manager review of any checks in their possession that should be void **Place KPIs Scripts in Folder** **ALL HBR's APPROVE PENDING BF EE ACTIONS FOR 2020 OE TEST FILE**	**13** Handoff PR to SSC 10am SSC Finalize BW 24-UNCP, FSU Feed to Finance by COB **Post BW NOC Rpt / Confirm Adj Run** **BF GENERATES 2020 OE TEST FILE FROM APPROVED ACTIONS**	**14** Handoff PR to SSC 10am SSC Finalize BW 24 ECSU, NCAT, NCCU, UNCA UNCSA, WCU, WSSU Feed to Finance by COB **SSC RECEIVES 2020 OE TEST FILE** **HRIS REVIEWS 2020 OE TEST FILE** **Handoff HR to PR (MN 11) 5pm**	**15** PR Begin MN 11 Edits 8am **SSC SPLITS 2020 OE TEST FILE** **LISA TEST FILE WITH BENU 6.x.x** **LISA TEST FILE WITH BENU 5.1.1** **SSC RELEASE 2020 SHP OE JOBAID**	**16**
17	**18** **SSC PLACES 2020 OE TEST EXCEL FILE ON CAMPUS DRIVE: HR REVIEW FOLDER** **SSC PLACES 2020 OE TEST CSV FILE ON CAMPUS DRIVE: BENU INBOUND FOLDER IN TEST ENVIRONMENT** **CAMPUSES BEGIN TESTING 2020 OE TEST FILE IN TEST ENVIRONMENT COMPLETE TESTING PRIOR TO OCT 25th** *REMINDER: NEVER OPEN CSV FILES*	**19** **ANNUAL OPEN ENROLLMENT ENDS**	**20** Handoff PR to SSC 10am SSC Finalize MN 11 Feed to Finance by COB **Load KPIs to Active Collab** **ALL HBR's APPROVE PENDING BF TASKS For EE ACTIONS FOR 2020 OE PRODUCTION FILE**	**21** **BF RUNS MASS APPROVAL ON PENDING ACTIONS** **BF GENERATES 2020 OE PROD FILE**	**22** BW 24 PAY DAY **RELEASE CAB 2020 SHP RATES** **SSC RECEIVES - HRIS & SSC BEGIN REVIEW OF 2020 OE PROD FILE** **SSC SPLITS 2020 OE PROD FILE** **LISA COMPLETE TESTING 2020 OE FILE IN ECSU**	**23**
24 BW25 PAY PERIOD ENDS Y	**25** **UPDATE TEST and PROD 2020 SHP RATES ISSUED BY CAB** **MOVE PRIOR OE TEST FILE TO ARCHIVE** **SSC PLACES 2020 OE PROD EXCEL FILE ON CAMPUS DRIVE: HR REVIEW FOLDER** **SSC PLACES 2020 OE PROD CSV FILE ON CAMPUS DRIVE IN BENU INBOUND FOLDER IN TEST AND PROD**	**26** Handoff PR to SSC 10am SSC Finalize BW 25 - UNCP Feed to Finance by COB **Post BW NOC Rpt / Confirm Adj Run** **CAMPUSES BEGIN TESTING 2020 SHP OE PROD FILE IN TEST ENVIRONMET** **COMPLETE TESTING OF 2020 SHP OE PROD FILE PRIOR TO DEC 2nd** *REMINDER: NEVER OPEN CSV FILES*	**27** Handoff PR to SSC 10am SSC Finalize BW 25 - FSU Feed to Finance by COB Transmit November ACA Files to Maestro **ACA Reporting to Maestro** **MN 11 PAY DAY**	**28** *Federal Reserve Holiday* *SECU Holiday* *Dept State Treasury - No CB$* **Thanksgiving System Office Holiday**	**29** *SECU Holiday* *Dept State Treasury - No CB$* **Thanksgiving System Office Holiday**	**30**
31	*Complete reconciliation of Employee HDHP Contributions to be added for W2 purposes on December payrolls*					

	Dec	2019			2/14/20 11:21 AM	
SUNDAY	**MONDAY**	**TUESDAY**	**WEDNESDAY**	**THURSDAY**	**FRIDAY**	**SATURDAY**
1	2 **Handoff PR to SSC 10am** **SSC Finalize BW 25** **ECSU, NCAT, NCCU, UNCA** **UNCSA, WCU, WSSU** **Feed to Finance by COB** *2020 SHP OE IS LOADED BEFORE ANY CHANGES FILE- BECAUSE FIRST STEP REQUIRES MASS TERM OF SHP RECORDS EFFECTIVE 11/30/19* *USING 2020 SHP OE JOBAID..... HR LOADS 2020 SHP OE PROD FILE*	3 **UI Coordinators:** **Ensure Annual Unemployment** **invoices are processed by** **Electronic Transfer by due date** **to avoid late payment penalty** Post MN NOC Rpt / Confirm Adj Run **ALL HBR's APPROVE PENDING BF TASKS For EE ACTIONS**	4 *BF RUNS 2020 OE EXCEPTIONS FILE* *TBD if file remains on schedule* **Campus validates the Spring semester dates are setup on PTRSCRD to ensure desired results from PHPSHRS** **BF GENERATES DEC CHANGES FILE**	5 *SSC RECEIVES - HRIS & SSC BEGIN REVIEW 2020 OE EXCEPTIONS FILE* *SSC SPLITS / PLACES 2020 OE EXCEPTIONS FILE* *TBD if file remains on schedule* **Attention: Campus IT Expect W2 Release on Dec 6th High Priority to install by Dec 20th** **SSC RECEIVES / SPLITS / PLACES DEC 2019 CHANGES FILE**	6 **BW 25 PAY DAY** *IF OE EXCEPTION FILE IS REC'D COMPLETE FOLLOWING ACTIONS** *ALL HBR's REVIEW 2020 OE EXCEPTION (SHP ONLY) EXCEL FILE* *2020 SHP OE EXCEPTIONS MANUAL ENTRY FIRST THIS "TRUES UP" OE TO THIS DATE* *NOTE: 2020 NCFLEX OE EXCEPTION MANUAL ENTRY IN JANUARY*	7
8 **BW26 PAY PERIOD ENDS** **Z**	9 **THE DEC CHANGES FILE WILL INCLUDE APPROVED TASKS FROM NOV 6th THRU APPROVED TASKS ON DEC 3rd FILE WILL INCLUDE NEW HIRES /TERMS LIFE EVENTS, ETC.** **ALL HBR's REVIEW DEC 2019 CHANGES EXCEL FILE** **DEC 2019 CHANGES - MANUAL ENTRY** **Handoff HR to PR (MN 12) 5pm**	10 **Handoff PR to SSC 10am** **SSC Finalize BW 26 - UNCP** **Feed to Finance by COB** **PR Begin MN 12 Edits 8am** **PR ValidateSHP DEDEN records have Dec 1, 2019 Effective Date** Place KPIs Scripts in Folder Post BW NOC Rpt / Confirm Adj Run	11 **Handoff PR to SSC 10am** **SSC Finalize BW 26 - FSU** **Feed to Finance by COB** Place KPIs Scripts in Folder	12 **Handoff PR to SSC 10am** **SSC Finalize BW 26** **ECSU, NCAT, NCCU, UNCA UNCSA, WCU, WSSU** **Feed to Finance by COB**	13 **Handoff PR to SSC 10am** **SSC Finalize MN 12** **Feed to Finance by COB** **Attention: Campus IT Target date for W2 Releases to be migrated into PRODUCTION**	14
15	16 **Finance to provide outstanding checklist of Payroll Disbursement account for Payroll Manager review of any checks in their possession that should be void**	17 **SSC RELEASE 2020 NCFLEX OE JOBAID** **Transmit December ACA Files to Maestro** Load KPIs to Active Collab	18 **AFTER MN12 FEED TO FINANCE RELEASE CAB 2020 NCFLEX RATES** **UPDATE TEST AND PROD WITH 2020 NCFLEX RATES ISSUED BY CAB** **CAMPUSES BEGIN TESTING 2020 NCFLEX OE PROD FILE IN TEST ENVIRMNT** **COMPLETE TESTING OF 2020 NCFLEX OE FILE PRIOR TO JAN 6th** *REMINDER: NEVER OPEN CSV FILES*	19 **Transmit Cobra Files Jan - Dec to Maestro** ACA Reporting to Maestro	20 **BW 26 PAY DAY** **Transmit Cobra Files Jan - Dec to Maestro** **Attention: Campus IT W2 Release must be migrated into PRODUCTION prior to closing for Winter Holidays**	21
22 **BW01 PAY PERIOD ENDS** **A**	23 **Christmas / Winter Break System Office VACATION** **MN 12 PAY DAY END of Quarter**	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**	26 *Dept State Treasury - No CB$* **Christmas / Winter Break System Office Holiday**	27 **DO NOT RUN PHPSHRS** **Pay Period Ended Dec 22nd** **Handoff PR to SSC 2pm** **SSC Finalize BW 01** **CAMPUS OPTION** **Christmas / Winter Break System Office VACATION**	28
29	30 **Each Campus will work directly their Payroll Analyst to determine BW01 handoff and processing**	31				

Jan 2020

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29-Dec	30-Dec **DO NOT RUN PHPSHRS** Pay Period Ended Dec 22nd **Handoff PR to SSC 2pm** SSC Finalize BW 01 **CAMPUS OPTION** *Post MN NOC Rpt / Confirm Adj Run* *Post BW NOC Rpt / Confirm Adj Run*	31-Dec **DO NOT RUN PHPSHRS** Pay Period Ended Dec 22nd **Handoff PR to SSC 2pm** SSC Finalize BW 01 **CAMPUS OPTION**	1 *Federal Reserve Holiday* *SECU Holiday* *Dept State Treasury - No CB$* **New Year's Day** **System Office Holiday**	2 **All BW01 Core Banking** must be initiated and approved no later than 4pm BW 01 Feed to Finance by COB **ALL CAMPUSES**	3 BW 01 PAY DAY	4
5 **BW02 PAY PERIOD ENDS B**	6 2020 NCFLEX OE FILE IS LOADED BEFORE ANY CHANGES FILE- BECAUSE FIRST STEP REQUIRES MASS TERM OF NCFLEX RECORDS EFFECTIVE 12/31/19 USING 2020 NCFLEX OE JOBAID….. HR LOAD 2020 NCFLEX OE FILE IN PROD	7 Handoff PR to SSC 10am SSC Finalize BW 02 - UNCP Feed to Finance by COB *Post BW NOC Rpt / Confirm Adj Run* **ALL HBR's APPROVE PENDING BF TASKS For EE ACTIONS**	8 Handoff PR to SSC 10am SSC Finalize BW 02 - FSU Feed to Finance by COB BF RUNS 2019 MAINTENANCE FILE *2020 NCFLEX OE EXCEPTIONS* **SEE NOTE ON DEC 6TH** *MANUAL ENTRY FIRST* *THIS "TRUES UP" OE TO THIS DATE* **BF GENERATES JAN CHANGES FILE**	9 Handoff PR to SSC 10am SSC Finalize BW 02 ECSU, NCAT, NCCU, UNCA UNCSA, WCU, WSSU Feed to Finance by COB SSC RECEIVES / SPLITS / PLACES 2019 MAINTENANCE FILE **SSC RECEIVES / SPLITS / PLACES JAN 2020 CHANGES FILE**	10 Place KPIs Scripts in Folder THE JAN CHANGES FILE WILL INCLUDE APPROVED TASKS FROM DEC 3rd THRU APPROVED TASKS ON JAN 7th FILE WILL INCLUDE NEW HIRES /TERMS LIFE EVENTS, ETC. ALL HBR's REVIEW JAN 2020 CHANGES EXCEL FILE **JAN 2020 CHANGES - MANUAL ENTRY**	11
12	13 ALL HBR's REVIEW 2019 MAINTENANCE EXCEL FILE: MANUAL ENTRY	14	15 Finance to provide outstanding checklist of Payroll Disbursement account for Payroll Manager review of any checks in their possession that should be void	16	17 BW 02 PAY DAY Because Overtime is calculated during Leave Reporting, ALL changes that impact the EE's pay must be complete prior to HR hand-off to PR. Once hand-off occurs, "Hard Stop" is in place and re-extractions are limited to situations that will result in EE OverPayment without intervention. **Handoff HR to PR (MN 01) 5pm**	18
19 **BW03 PAY PERIOD ENDS C**	20 *Federal Reserve Holiday* *SECU Holiday* *Dept State Treasury - No CB$* **Martin Luther King, Jr. System Office Holiday**	21 **PR Begin MN 01 Edits 8am** PR Validate 3 Leave Cycles pulled in at REPORT Mode PR Validate FLEX DEDEN records have Jan 1, 2020 Effective Date *Load KPIs to Active Collab*	22 Handoff PR to SSC 10am SSC Finalize BW 03 - UNCP SSC Finalize BW 03 - FSU Feed to Finance by COB *Post BW NOC Rpt / Confirm Adj Run*	23 Handoff PR to SSC 10am SSC Finalize BW 03 ECSU, NCAT, NCCU, UNCA UNCSA, WCU, WSSU Feed to Finance by COB	24 **Handoff PR to SSC 10am SSC Finalize MN 01 Feed to Finance by COB**	25
26	27 Test Environment should be cloned as soon as MN01 Feed to Finance is complete to test Leave Roll in Test Environment **Target Date: ALL W2 files printed**	28	29	30	31 BW 03 PAY DAY ACA Reporting to Maestro MN 01 PAY DAY	1-Feb