SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
					1 *Federal Reserve Holiday* *SECU Holiday* *Dept State Treasury - No CB$* **New Year's Day** **System Office Holiday**	**2**
3 BW01 PAY PERIOD ENDS A	**4** Post MN NOC Rpt / Confirm Adj Run	**5** Handoff PR to SSC 10am SSC Finalize BW 01 - UNCP Feed to Finance by COB **DO NOT RUN PHPSHRS** Post BW NOC Rpt / Confirm Adj Run	**6** Handoff PR to SSC 10am SSC Finalize BW 01 - FSU Feed to Finance by COB **DO NOT RUN PHPSHRS**	**7** Handoff PR to SSC 10am SSC Finalize BW 01 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB **DO NOT RUN PHPSHRS**	**8** **Qtr 4 and W2 Reconciliation Begins! Adjustments not processed prior to Winter Break may require W2c**	**9**
10	**11** LOAD INBOUND INTERFACES Place KPIs Scripts in Folder	**12** HBR's APPROVE PENDING BF TASKS For EE ACTIONS	**13** BF GENERATES CHANGES FILE SSC RECEIVES /SPLITS /PLACES	**14** ALL UPDATES TO EMPLOYEE JOB RECORD MUST BE ENTERED BEFORE HANDOFF FROM HR TO PR. OVERTIME IS CALCULATED BEFORE THE MASS TIME ENTRY MOVES RECORDS TO PHAHOUR. *HBR's REVIEW EXCEL CHG FILE MANUAL ENTRY OF CHANGES	**15** **BW 01 PAY DAY** ONCE THE HANDOFF FROM HR TO PR OCCURS, THE SYSTEM IS CONSIDERED TO BE IN "HARD STOP" STATUS AND RE-EXTRACTS SHOULD BE REQUESTED ONLY IF AN OVERPAYMENT WILL OCCUR **Handoff HR to PR (MN 01) 5pm**	**16**
17 BW02 PAY PERIOD ENDS B	**18** *Federal Reserve Holiday* *SECU Holiday* *Dept State Treasury - No CB$* **Martin Luther King, Jr. System Office Holiday**	**19** **PR Begin MN 01 Edits 8am** **CAMPUS PAYROLL HAS THE DISCRETION TO ACCEPT ANY REQUEST TO RE-EXRACT RECORDS FOR EDIT 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** Load KPIs to ShareFile 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**	**23**
24	**25** **Target Date: ALL W2 files printed**	**26**	**27**	**28**	**29** **BW 02 PAY DAY** **MN 01 PAY DAY**	**30**

FEB	Feb	2021				
SUN	**MONDAY**	**TUESDAY**	**WEDNESDAY**	**THURSDAY**	**FRIDAY**	**SAT**
31-Jan **BW03** **PAY** **PERIOD** **ENDS** **C**	**1**	**2** Handoff PR to SSC 10am SSC Finalize BW 03 - 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 03 - FSU Feed to Finance by COB	**4** Handoff PR to SSC 10am SSC Finalize BW 03 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	**5**	**6**
7	**8**	**9** HBR's APPROVE PENDING BF TASKS For EE ACTIONS	**10** LOAD INBOUND INTERFACES Place KPIs Scripts in Folder BF GENERATES CHANGES FILE SSC RECEIVES /SPLITS /PLACES	**11** *HBR's REVIEW EXCEL CHG FILE **LOAD CSV CHANGES FILE	**12** BW 03 PAY DAY ALL UPDATES TO EMPLOYEE JOB RECORD MUST BE ENTERED BEFORE HANDOFF FROM HR TO PR. OVERTIME IS CALCULATED BEFORE THE MASS TIME ENTRY MOVES RECORDS TO PHAHOUR. Ensure Leave Roll is performed in PROD before starting MN02	**13**
14 **BW04** **PAY** **PERIOD** **ENDS** **D**	**15** *Federal Reserve Holiday* *Dept State Treasury - No CB$* ONCE THE HANDOFF FROM HR TO PR OCCURS, THE SYSTEM IS CONSIDERED TO BE IN "HARD STOP" STATUS AND RE-EXTRACTS SHOULD BE REQUESTED ONLY IF AN OVERPAYMENT WILL OCCUR Handoff HR to PR (MN 02) 5pm	**16** PR Begin MN 02 Edits 8am CAMPUS PAYROLL HAS THE DISCRETION TO ACCEPT ANY REQUEST TO RE-EXRACT RECORDS FOR EDIT ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT	**17** Handoff PR to SSC 10am SSC Finalize BW 04 - UNCP & FSU Feed to Finance by COB CAB Meeting 3pm Post BW NOC Rpt / Confirm Adj Run	**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 Load KPIs to ShareFile	**20**
21	**22**	**23**	**24**	**25**	**26** BW 04 PAY DAY MN 02 PAY DAY	**27**
28						

Mar 2021

4/9/21 9:15 PM

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
28-Feb BW05 PAY PERIOD ENDS E	**1** **Using Outstanding Check list identify checks issued in error. Locate check and process VOID before end of the month to avoid reporting wages on Quarterly Unemployment file.**	**2** **Handoff PR to SSC 10am** **SSC Finalize BW 05 - 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 05 - FSU** **Feed to Finance by COB** *Campus mail 1042's by 3/15*	**4** **Handoff PR to SSC 10am** **SSC Finalize BW 05 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU** **Feed to Finance by COB**	**5** *SSC runs PWRPAGD, HR approves, SSC transmits*	**6**
7	**8**	**9**	**10** LOAD INBOUND INTERFACES Place KPIs Scripts in Folder	**11**	**12** **BW 05 PAY DAY** HBR's APPROVE PENDING BF TASKS For EE ACTIONS	**13**
14 BW06 PAY PERIOD ENDS F	**15** BF GENERATES CHANGES FILE SSC RECEIVES /SPLITS /PLACES	**16** **Handoff PR to SSC 10am** **SSC Finalize BW 06 - UNCP** **Feed to Finance by COB** Post BW NOC Rpt / Confirm Adj Run *HBR's REVIEW EXCEL CHG FILE **LOAD CSV CHANGES FILE	**17** **Handoff PR to SSC 10am** **SSC Finalize BW 06 - FSU** **Feed to Finance by COB** **CAB Meeting 3pm** ALL UPDATES TO EMPLOYEE JOB RECORD MUST BE ENTERED BEFORE HANDOFF FROM HR TO PR. OVERTIME IS CALCULATED BEFORE THE MASS TIME ENTRY MOVES RECORDS TO PHAHOUR.	**18** **Handoff PR to SSC 10am** **SSC Finalize BW 06 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU** **Feed to Finance by COB** ONCE THE HANDOFF FROM HR TO PR OCCURS, THE SYSTEM IS CONSIDERED TO BE IN "HARD STOP" STATUS AND RE-EXTRACTS SHOULD BE REQUESTED ONLY IF AN OVERPAYMENT WILL OCCUR **Handoff HR to PR (MN 03) 5pm**	**19** **PR Begin MN03 Edits 8am** **CAMPUS PAYROLL HAS THE DISCRETION TO ACCEPT ANY REQUEST TO RE-EXRACT RECORDS FOR EDIT ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT** Load KPIs to ShareFile	**20**
21	**22**	**23**	**24** **Handoff PR to SSC 10am** **SSC Finalize MN 03** **Feed to Finance by COB**	**25**	**26** **BW 06 PAY DAY**	**27**
28 BW07 PAY PERIOD ENDS G	**29** **Campus Payroll validates the <u>SUMMER</u> semester dates are setup on PTRSCRD to ensure desired results from PHPSHRS**	**30** **Handoff PR to SSC 10am** **SSC Finalize BW 07 - UNCP** **Feed to Finance by COB** Post BW NOC Rpt / Confirm Adj Run	**31** **Handoff PR to SSC 10am** **SSC Finalize BW 07 - FSU** **Feed to Finance by COB** **MN 03 PAY DAY** **End of Quarter**			

Apr 2021

4/9/21 9:15 PM

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
				1 Handoff PR to SSC 10am SSC Finalize BW 07 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	**2** *SECU Holiday* *Dept State Treasury - No CB$* **Good Friday / Spring Holiday** **System Office Holiday**	**3**
4	**5** Post MN NOC Rpt / Confirm Adj Run	**6**	**7**	**8**	**9** BW 07 PAY DAY LOAD INBOUND INTERFACES Place KPIs Scripts in Folder	**10**
11 BW08 PAY PERIOD ENDS H	**12**	**13** Handoff PR to SSC 10am SSC Finalize BW 08 - UNCP Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run HBR's APPROVE PENDING BF TASKS For EE ACTIONS	**14** Handoff PR to SSC 10am SSC Finalize BW 08 - FSU Feed to Finance by COB BF GENERATES CHANGES FILE SSC RECEIVES /SPLITS /PLACES	**15** Handoff PR to SSC 10am SSC Finalize BW 08 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB *HBR's REVIEW EXCEL CHG FILE **LOAD CSV CHANGES FILE	**16** ALL UPDATES TO EMPLOYEE JOB RECORD MUST BE ENTERED BEFORE HANDOFF FROM HR TO PR. OVERTIME IS CALCULATED BEFORE THE MASS TIME ENTRY MOVES RECORDS TO PHAHOUR.	**17**
18	**19** ONCE THE HANDOFF FROM HR TO PR OCCURS, THE SYSTEM IS CONSIDERED TO BE IN "HARD STOP" STATUS AND RE-EXTRACTS SHOULD BE REQUESTED ONLY IF AN OVERPAYMENT WILL OCCUR **Handoff HR to PR (MN 04) 5pm**	**20** **PR Begin MN 04 Edits 8am** CAMPUS PAYROLL HAS THE DISCRETION TO ACCEPT ANY REQUEST TO RE-EXRACT RECORDS FOR EDIT ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT Load KPIs to ShareFile	**21** **CAB Meeting 3pm**	**22**	**23** BW 08 PAY DAY **Handoff PR to SSC 10am** **SSC Finalize MN 04** **Feed to Finance by COB**	**24**
25 BW09 PAY PERIOD ENDS I	**26**	**27** Handoff PR to SSC 10am SSC Finalize BW 09 - UNCP Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run	**28** Handoff PR to SSC 10am SSC Finalize BW 09 - FSU Feed to Finance by COB	**29** Handoff PR to SSC 10am SSC Finalize BW 09 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	**30** **MN 04 PAY DAY**	

May 2021

4/9/21 9:15 PM

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
2	**3**	**4**	**5**	**6**	**7** BW 09 PAY DAY	**8**
		Post MN NOC Rpt / Confirm Adj Run				
9 BW10 PAY PERIOD ENDS J	**10** LOAD INBOUND INTERFACES Place KPIs Scripts in Folder	**11** Handoff PR to SSC 10am SSC Finalize BW 10 - UNCP Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run HBR's APPROVE PENDING BF TASKS For EE ACTIONS	**12** Handoff PR to SSC 10am SSC Finalize BW 10 - FSU Feed to Finance by COB BF GENERATES CHANGES FILE SSC RECEIVES /SPLITS /PLACES	**13** Handoff PR to SSC 10am SSC Finalize BW 10 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB *HBR's REVIEW EXCEL CHG FILE **LOAD CSV CHANGES FILE	**14** ALL UPDATES TO EMPLOYEE JOB RECORD MUST BE ENTERED BEFORE HANDOFF FROM HR TO PR. OVERTIME IS CALCULATED BEFORE THE MASS TIME ENTRY MOVES RECORDS TO PHAHOUR.	**15**
16	**17** ONCE THE HANDOFF FROM HR TO PR OCCURS, THE SYSTEM IS CONSIDERED TO BE IN "HARD STOP" STATUS AND RE-EXTRACTS SHOULD BE REQUESTED ONLY IF AN OVERPAYMENT WILL OCCUR Handoff HR to PR (MN 05) 5pm	**18** PR Begin MN 05 Edits 8am CAMPUS PAYROLL HAS THE DISCRETION TO ACCEPT ANY REQUEST TO RE-EXRACT RECORDS FOR EDIT ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT	**19** CAB Meeting 3pm	**20** Load KPIs to ShareFile	**21** BW 10 PAY DAY Handoff PR to SSC 10am SSC Finalize MN 05 Feed to Finance by COB	**22**
23 BW11 PAY PERIOD ENDS K	**24**	**25** Handoff PR to SSC 10am SSC Finalize BW 11 UNCP Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run	**26** Handoff PR to SSC 10am SSC Finalize BW 11 FSU Feed to Finance by COB	**27** Handoff PR to SSC 10am SSC Finalize BW 11 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	**28** MN 05 PAY DAY	**29**
30	**31** *Federal Reserve Holiday* *SECU Holiday* *Dept State Treasury - No CB$* Memorial Day System Office Holiday					**1**

JUN **2021** 4/9/21 9:15 PM

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
		1 Using Outstanding Check list identify checks issued in error. Locate check and process VOID before end of the month to avoid reporting wages on Quarterly Unemployment file. Post MN NOC Rpt / Confirm Adj Run	**2**	**3**	**4** BW 11 PAY DAY	**5**
6 BW12 PAY PERIOD ENDS L	**7**	**8** Handoff PR to SSC 10am SSC Finalize BW 12 - UNCP Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run	**9** Handoff PR to SSC 10am SSC Finalize BW 12 - FSU Feed to Finance by COB	**10** Handoff PR to SSC 10am SSC Finalize BW 12 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB LOAD INBOUND INTERFACES Place KPIs Scripts in Folder	**11** HBR's APPROVE PENDING BF TASKS For EE ACTIONS	**12**
13	**14** BF GENERATES CHANGES FILE SSC RECEIVES /SPLITS /PLACES	**15** *HBR's REVIEW EXCEL CHG FILE **LOAD CSV CHANGES FILE	**16** ALL UPDATES TO EMPLOYEE JOB RECORD MUST BE ENTERED BEFORE HANDOFF FROM HR TO PR. OVERTIME IS CALCULATED BEFORE THE MASS TIME ENTRY MOVES RECORDS TO PHAHOUR. CAB Meeting 3pm	**17** ONCE THE HANDOFF FROM HR TO PR OCCURS, THE SYSTEM IS CONSIDERED TO BE IN "HARD STOP" STATUS AND RE-EXTRACTS SHOULD BE REQUESTED ONLY IF AN OVERPAYMENT WILL OCCUR Handoff HR to PR (MN 06) 5pm	**18** BW 12 PAY DAY PR Begin MN 06 Edits 8am CAMPUS PAYROLL HAS THE DISCRETION TO ACCEPT ANY REQUEST TO RE-EXRACT RECORDS FOR EDIT ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT	**19**
20 BW13 PAY PERIOD ENDS M	**21** Load KPIs to ShareFile	**22** Handoff PR to SSC 10am SSC Finalize BW 13 - UNCP CANNOT FEED TO FINANCE UNTIL AFTER JOB ROLL Post BW NOC Rpt / Confirm Adj Run	**23** Handoff PR to SSC 10am SSC Finalize BW 13 - FSU CANNOT FEED TO FINANCE UNTIL AFTER JOB ROLL Handoff PR to SSC 10am SSC Finalize MN 06 Feed to Finance by COB	**24** Handoff PR to SSC 10am SSC Finalize BW 13 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB CANNOT FEED TO FINANCE UNTIL AFTER JOB ROLL	**25**	**26**
27	**28** Campus Payroll validates the FALL semester dates are setup on PTRSCRD to ensure desired results from PHPSHRS	**29**	**30** COMPLETE FISCAL YEAR END JOB ROLL AFTER MN06 FEED TO FINANCE MN 06 PAY DAY End of Quarter			

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT

JUl

2021

4/9/21 9:15 PM

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
				1	**2** BW 13 PAY DAY Post MN NOC Rpt / Confirm Adj Run	**3**
4 BW14 PAY PERIOD ENDS N	**5** *Federal Reserve Holiday* *SECU Holiday* *Dept State Treasury - No CB$* Independence Day System Office Holiday	**6**	**7** Handoff PR to SSC 10am SSC Finalize BW 14 - UNCP & FSU Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run	**8** Handoff PR to SSC 10am SSC Finalize BW 14 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	**9** LOAD INBOUND INTERFACES Place KPIs Scripts in Folder	**10**
11	**12**	**13** HBR's APPROVE PENDING BF TASKS For EE ACTIONS	**14** BF GENERATES CHANGES FILE SSC RECEIVES /SPLITS /PLACES	**15** *HBR's REVIEW EXCEL CHG FILE **LOAD CSV CHANGES FILE	**16** BW 14 PAY DAY ALL UPDATES TO EMPLOYEE JOB RECORD MUST BE ENTERED BEFORE HANDOFF FROM HR TO PR. OVERTIME IS CALCULATED BEFORE THE MASS TIME ENTRY MOVES RECORDS TO PHAHOUR.	**17**
18 BW15 PAY PERIOD ENDS O	**19** ONCE THE HANDOFF FROM HR TO PR OCCURS, THE SYSTEM IS CONSIDERED TO BE IN "HARD STOP" STATUS AND RE-EXTRACTS SHOULD BE REQUESTED ONLY IF AN OVERPAYMENT WILL OCCUR Handoff HR to PR (MN 07) 5pm	**20** Handoff PR to SSC 10am SSC Finalize BW 15 - UNCP Feed to Finance by COB PR Begin MN 07 Edits 8am CAMPUS PAYROLL HAS THE DISCRETION TO ACCEPT ANY REQUEST TO RE-EXRACT RECORDS FOR EDIT ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT Post BW NOC Rpt / Confirm Adj Run	**21** Handoff PR to SSC 10am SSC Finalize BW 15 - FSU Feed to Finance by COB CAB Meeting 3pm Load KPIs to ShareFile	**22** Handoff PR to SSC 10am SSC Finalize BW 15 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	**23** Handoff PR to SSC 10am SSC Finalize MN 07 Feed to Finance by COB	**24**
25	**26**	**27**	**28**	**29**	**30** BW 15 PAY DAY MN 07 PAY DAY	**31**

2021

4/9/21 9:15 PM

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
1 BW16 PAY PERIOD ENDS P	**2**	**3** Handoff PR to SSC 10am / SSC Finalize BW 16 - UNCP / Feed to Finance by COB / Post MN NOC Rpt / Confirm Adj Run / Post BW NOC Rpt / Confirm Adj Run	**4** Handoff PR to SSC 10am / SSC Finalize BW 16 - FSU / Feed to Finance by COB	**5** Handoff PR to SSC 10am / SSC Finalize BW 16 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU / Feed to Finance by COB	**6**	**7**
8	**9**	**10** LOAD INBOUND INTERFACES / Place KPIs Scripts in Folder	**11**	**12** HBR's APPROVE PENDING BF TASKS For EE ACTIONS	**13** BW 16 PAY DAY / BF GENERATES CHANGES FILE / SSC RECEIVES /SPLITS /PLACES	**14**
15 BW17 PAY PERIOD ENDS Q	**16** *HBR's REVIEW EXCEL CHG FILE **LOAD CSV CHANGES FILE	**17** Handoff PR to SSC 10am / SSC Finalize BW 17- UNCP / Feed to Finance by COB / ALL UPDATES TO EMPLOYEE JOB RECORD MUST BE ENTERED BEFORE HANDOFF FROM HR TO PR. OVERTIME IS CALCULATED BEFORE THE MASS TIME ENTRY MOVES RECORDS TO PHAHOUR. / Post BW NOC Rpt / Confirm Adj Run	**18** Handoff PR to SSC 10am / SSC Finalize BW 17- FSU / Feed to Finance by COB / CAB Meeting 3pm / ONCE THE HANDOFF FROM HR TO PR OCCURS, THE SYSTEM IS CONSIDERED TO BE IN "HARD STOP" STATUS AND RE-EXTRACTS SHOULD BE REQUESTED ONLY IF AN OVERPAYMENT WILL OCCUR / Handoff HR to PR (MN 08) 5pm	**19** Handoff PR to SSC 10am / SSC Finalize BW 17 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU / Feed to Finance by COB / PR Begin MN 08 Edits 8am / CAMPUS PAYROLL HAS THE DISCRETION TO ACCEPT ANY REQUEST TO RE-EXRACT RECORDS FOR EDIT ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT	**20** Load KPIs to ShareFile	**21**
22	**23**	**24** Handoff PR to SSC 10am / SSC Finalize MN 08 / Feed to Finance by COB	**25**	**26**	**27** BW 17 PAY DAY	**28**
29	**30**	**31** Handoff PR to SSC 10am / SSC Finalize BW 18 - UNCP / Feed to Finance by COB / Post BW NOC Rpt / Confirm Adj Run / MN 08 PAY DAY				

Sept 2021

4/9/21 9:15 PM

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
BW18 PAY PERIOD ENDS **R**		**Using Outstanding Check list identify checks issued in error. Locate check and process VOID before end of the month to avoid reporting wages on Quarterly Unemployment file.**	**1** **Handoff PR to SSC 10am** **SSC Finalize BW 18 - FSU** **Feed to Finance by COB**	**2** **Handoff PR to SSC 10am** **SSC Finalize BW 18 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU** **Feed to Finance by COB** **Post MN NOC Rpt / Confirm Adj Run**	**3**	**4**
5	**6** *Federal Reserve Holiday* *SECU Holiday* *Dept State Treasury - No CB$* **Labor Day** **System Office Holiday**	**7**	**8**	**9**	**10** **BW 18 PAY DAY** **LOAD INBOUND INTERFACES** **Place KPIs Scripts in Folder**	**11**
12 **BW19 PAY PERIOD ENDS** **S**	**13** **HBR's APPROVE PENDING BF TASKS For EE ACTIONS**	**14** **Handoff PR to SSC 10am** **SSC Finalize BW 19 - UNCP** **Feed to Finance by COB** **Post BW NOC Rpt / Confirm Adj Run** **BF GENERATES CHANGES FILE** **SSC RECEIVES /SPLITS /PLACES**	**15** **Handoff PR to SSC 10am** **SSC Finalize BW 19 - FSU** **Feed to Finance by COB** **CAB Meeting 3pm** ***HBR's REVIEW EXCEL CHG FILE** ****LOAD CSV CHANGES FILE**	**16** **Handoff PR to SSC 10am** **SSC Finalize BW 19 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU** **Feed to Finance by COB** **ALL UPDATES TO EMPLOYEE JOB RECORD MUST BE ENTERED BEFORE HANDOFF FROM HR TO PR. OVERTIME IS CALCULATED BEFORE THE MASS TIME ENTRY MOVES RECORDS TO PHAHOUR.**	**17** **ONCE THE HANDOFF FROM HR TO PR OCCURS, THE SYSTEM IS CONSIDERED TO BE IN "HARD STOP" STATUS AND RE-EXTRACTS SHOULD BE REQUESTED ONLY IF AN OVERPAYMENT WILL OCCUR** **Handoff HR to PR (MN 09) 5pm**	**18**
19	**20** **PR Begin MN09 Edits 8am** **CAMPUS PAYROLL HAS THE DISCRETION TO ACCEPT ANY REQUEST TO RE-EXRACT RECORDS FOR EDIT ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT** **Load KPIs to ShareFile**	**21**	**22**	**23** **Handoff PR to SSC 10am** **SSC Finalize MN 09** **Feed to Finance by COB**	**24** **BW 19 PAY DAY**	**25**
26 **BW20 PAY PERIOD ENDS** **T**	**27**	**28** **Handoff PR to SSC 10am** **SSC Finalize BW 20 - UNCP** **Feed to Finance by COB** **Post BW NOC Rpt / Confirm Adj Run**	**29** **Handoff PR to SSC 10am** **SSC Finalize BW 20 - FSU** **Feed to Finance by COB**	**30** **Handoff PR to SSC 10am** **SSC Finalize BW 20 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU** **Feed to Finance by COB** **MN 09 PAY DAY** **End of Quarter**		

Oct 2021

4/9/21 9:15 PM

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
					1	**2**
3	**4** Post MN NOC Rpt / Confirm Adj Run	**5** OVERPAYMENTS THAT HAVE BEEN RECOVERED SHOULD BE PROCESSED BEFORE MN11 TO RECEIVE CREDIT FOR TSERS ER CONTRIBUTIONS	**6** ALL ADJUSTMENTS SHOULD BE PROCESSED BEFORE MN12 AND <u>MUST</u> BE PROCESSED PRIOR TO WINTER BREAK PROVIDE ALL FRINGE BENEFITS THAT IS CONSIDERED TAXABLE INCOME TO PAYROLL TO BE TAXED ON MN10 i.e. Gift Cards, Personal Use of Vehicles	**7**	**8** BW 20 PAY DAY Place KPIs Scripts in Folder	**9**
10 BW21 PAY PERIOD ENDS U	**11** *Federal Reserve Holiday* *Dept State Treasury - No CB$* *Columbus Day* LOAD INBOUND INTERFACES	**12** HBR's APPROVE PENDING BF TASKS For EE ACTIONS	**13** Handoff PR to SSC 10am SSC Finalize BW 21 - UNCP & FSU Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run BF GENERATES CHANGES FILE SSC RECEIVES /SPLITS /PLACES	**14** Handoff PR to SSC 10am SSC Finalize BW 21 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB *HBR's REVIEW EXCEL CHG FILE **LOAD CSV CHANGES FILE	**15** ALL UPDATES TO EMPLOYEE JOB RECORD MUST BE ENTERED BEFORE HANDOFF FROM HR TO PR. OVERTIME IS CALCULATED BEFORE THE MASS TIME ENTRY MOVES RECORDS TO PHAHOUR.	**16**
17	**18** ONCE THE HANDOFF FROM HR TO PR OCCURS, THE SYSTEM IS CONSIDERED TO BE IN "HARD STOP" STATUS AND RE-EXTRACTS SHOULD BE REQUESTED <u>ONLY</u> IF AN OVERPAYMENT WILL OCCUR Handoff HR to PR (MN 10) 5pm	**19** PR Begin MN 10 Edits 8am CAMPUS PAYROLL HAS THE DISCRETION TO ACCEPT ANY REQUEST TO RE-EXRACT RECORDS FOR EDIT ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT	**20** CAB Meeting 3pm Load KPIs to ShareFile	**21**	**22** BW 21 PAY DAY Handoff PR to SSC 10am SSC Finalize MN 10 Feed to Finance by COB	**23**
24 BW22 PAY PERIOD ENDS V	**25**	**26** Handoff PR to SSC 10am SSC Finalize BW 22 - UNCP Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run	**27** Handoff PR to SSC 10am SSC Finalize BW 22 - FSU Feed to Finance by COB	**28** Handoff PR to SSC 10am SSC Finalize BW 22 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	**29** MN 10 PAY DAY	**30**

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
31-Oct	**1**	**2** Post MN NOC Rpt / Confirm Adj Run	**3** OVERPAYMENTS THAT HAVE BEEN RECOVERED SHOULD BE PROCESSED BEFORE MN11 TO RECEIVE CREDIT FOR TSERS ER CONTRIBUTIONS	**4** ALL ADJUSTMENTS SHOULD BE PROCESSED BEFORE MN12 AND MUST BE PROCESSED PRIOR TO WINTER BREAK PROVIDE ALL FRINGE BENEFITS THAT IS CONSIDERED TAXABLE INCOME TO PAYROLL TO BE TAXED ON MN11 i.e. Gift Cards, Personal Use of Vehicles	**5** BW 22 PAY DAY	**6**
7 BW23 PAY PERIOD ENDS W	**8** UI COORDINATORS EXPECT ANNUAL UNEMPLOYMENT REIMBURSEMENT STATEMENT PAYMENT DUE WITHIN 30 DAYS	**9** Handoff PR to SSC 10am SSC Finalize BW 23 - UNCP Feed to Finance by COB Place KPIs Scripts in Folder Post BW NOC Rpt / Confirm Adj Run	**10** Handoff PR to SSC 10am SSC Finalize BW 23 - FSU Feed to Finance by COB LOAD INBOUND INTERFACES HBR's APPROVE PENDING BF TASKS For EE ACTIONS	**11** Handoff PR to SSC 10am SSC Finalize BW 23 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB *SECU Holiday* *Dept State Treasury - No CB$* **Veterans Day** **System Office Holiday**	**12** ALL UPDATES TO EMPLOYEE JOB RECORD MUST BE ENTERED BEFORE HANDOFF FROM HR TO PR. OVERTIME IS CALCULATED BEFORE THE MASS TIME ENTRY MOVES RECORDS TO PHAHOUR. BF GENERATES CHANGES FILE SSC RECEIVES /SPLITS /PLACES *HBR's REVIEW EXCEL CHG FILE **LOAD CSV CHANGES FILE	**13**
14	**15** ONCE THE HANDOFF FROM HR TO PR OCCURS, THE SYSTEM IS CONSIDERED TO BE IN "HARD STOP" STATUS AND RE-EXTRACTS SHOULD BE REQUESTED ONLY IF AN OVERPAYMENT WILL OCCUR Handoff HR to PR (MN 11) 5pm	**16** PR Begin MN 11 Edits 8am CAMPUS PAYROLL HAS THE DISCRETION TO ACCEPT ANY REQUEST TO RE-EXRACT RECORDS FOR EDIT ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT	**17** CAB Meeting 3pm	**18**	**19** BW 23 PAY DAY Handoff PR to SSC 10am SSC Finalize MN 11 Feed to Finance by COB Load KPIs to ShareFile	**20**
21 BW24 PAY PERIOD ENDS X	**22**	**23** Handoff PR to SSC 10am SSC Finalize BW 24 - UNCP Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run	**24** FSU, ECSU, NCAT, NCCU, UNCA, UNCSA, WCU, WSSU HANDOFF AFTER HOLIDAY	**25** *Federal Reserve Holiday* *SECU Holiday* *Dept State Treasury - No CB$* **Thanksgiving** **System Office Holiday**	**26** *SECU Holiday* *Dept State Treasury - No CB$* **Thanksgiving** **System Office Holiday**	**27**
28	**29** Handoff PR to SSC 10am SSC Finalize BW 24 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	**30** Campus Payroll validates the SPRING semester dates are setup on PTRSCRD to ensure desired results from PHPSHRS MN 11 PAY DAY				

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
		Using Outstanding Check list identify checks issued in error. Locate check and process VOID before end of the month to avoid reporting wages on Quarterly Unemployment file.	**1** **UI COORDINATORS** ENSURE ANNUAL UNEMPLOYMENT INVOICES ARE PAID BY DUE DATE PAYMENTS CAN BE MADE USING CMCS FUND CODE 4650 - EMPLOYMENT SECURITY COMMISSION	**2** L A S T C H A N C E OVERPAYMENTS THAT HAVE BEEN RECOVERED SHOULD BE PROCESSED BEFORE MN12 TO RECEIVE CREDIT FOR TSERS ER CONTRIBUTIONS ALL ADJUSTMENTS SHOULD BE PROCESSED BEFORE MN12 AND MUST BE PROCESSED PRIOR TO WINTER BREAK — Post MN NOC Rpt / Confirm Adj Run	**3** BW 24 PAY DAY — L A S T C H A N C E PROVIDE ALL FRINGE BENEFITS THAT IS CONSIDERED TAXABLE INCOME TO PAYROLL TO BE TAXED ON MN12 i.e. Gift Cards, Personal Use of Vehicles HBR's APPROVE PENDING BF TASKS For EE ACTIONS	**4**
5 BW25 PAY PERIOD ENDS Y	**6** ALL UPDATES TO EMPLOYEE JOB RECORD MUST BE ENTERED BEFORE HANDOFF FROM HR TO PR. OVERTIME IS CALCULATED BEFORE THE MASS TIME ENTRY MOVES RECORDS TO PHAHOUR. — LOAD INBOUND INTERFACES BF GENERATES CHANGES FILE SSC RECEIVES /SPLITS /PLACES	**7** Handoff PR to SSC 10am SSC Finalize BW 25 -UNCP Feed to Finance by COB — Post BW NOC Rpt / Confirm Adj Run ONCE THE HANDOFF FROM HR TO PR OCCURS, THE SYSTEM IS CONSIDERED TO BE IN "HARD STOP" STATUS AND RE-EXTRACTS SHOULD BE REQUESTED ONLY IF AN OVERPAYMENT WILL OCCUR *HBR's REVIEW EXCEL CHG FILE MANUAL ENTRY OF CHANGES **Handoff HR to PR (MN 12) 5pm**	**8** Handoff PR to SSC 10am SSC Finalize BW 25 - FSU Feed to Finance by COB — **PR Begin MN 12 Edits 8am** CAMPUS PAYROLL HAS THE DISCRETION TO ACCEPT ANY REQUEST TO RE-EXRACT RECORDS FOR EDIT ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT	**9** Handoff PR to SSC 10am SSC Finalize BW 25 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	**10** — Place KPIs Scripts in Folder	**11**
12	**13** **Handoff PR to SSC 10am SSC Finalize MN 12 Feed to Finance by COB**	**14**	**15**	**16**	**17** BW 25 PAY DAY	**18**
19 BW26 PAY PERIOD ENDS Z	**20** — Load KPIs to ShareFile	**21** Handoff PR to SSC 10am SSC Finalize BW 26 ALL CAMPUSES Feed to Finance by COB — Post BW NOC Rpt / Confirm Adj Run	**22** **MN 12 PAY DAY** **End of Quarter**	**23**	**24** *SECU Holiday* *Dept State Treasury - No CB$* *Christmas / Winter Break System Office Holiday*	**25**
26	**27** *SECU Holiday* *Dept State Treasury - No CB$* *Christmas / Winter Break System Office Holiday*	**28** *Christmas / Winter Break System Office Holiday*	**29** *Christmas / Winter Break System Office Closed (Vacation)*	**30** BW 26 PAY DAY — *Christmas / Winter Break System Office Closed (Vacation)*	**31** *SECU Holiday* *Dept State Treasury - No CB$* *Christmas / Winter Break System Office Closed (Vacation)*	**1-Jan**