




JAN	 2/22/22 12:31 PM				
SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5	6	7
BW01 PAY PERIOD ENDS A	Federal Reserve Holiday Dept State Treasury - No CB\$ SECU Holiday New Year's Day System Office Holiday		Handoff PR to SSC 10am SSC Finalize BW 01 - UNCP & FSU Feed to Finance by COB DO NOT RUN PHPSHRS	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	Complete NC FLEX OE TESTING Qtr 4 and W2 Reconciliation Begins! Adjustments not processed prior to Winter Break may require W2c
		Post MN NOC Rpt / Confirm Adj Run	Post BW NOC Rpt / Confirm Adj Run		
9	10	11	12	13	14
CAMPUS NOTIFY EMPLOYEES FEDERAL AND/OR STATE EXEMPT STATUS EXPIRES 2/15. PROVIDE DATE TO SUBMIT NEW W4 / NC-4 Place KPIs Scripts in Folder LOAD INBOUND INTERFACES			Complete NC FLEX Open Enrollment in PRODUCTION	Using Script Provided to Create Load File for Longevity Retro Pay Due to Salary Increase Complete Update to NBAJOBS for SHRA for Salary Increases Complete Update to NBAJOBS for EHRA for Salary Increases	BW 01 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.
			HBR's APPROVE PENDING BF TASKS For EE ACTIONS	BF GENERATES CHANGES FILE SSC RECEIVES /SPLITS /PLACES	HBR's REVIEW EXCEL CHG FILE MANUAL ENTRY OF CHANGES
16	17	18	19	20	21
BW02 PAY PERIOD ENDS B	Federal Reserve Holiday Dept State Treasury - No CB\$ SECU Holiday Martin Luther King, Jr. System Office Holiday	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	PR Begin MN 01 Edits 8am CAMPUS PAYROLL HAS THE DISCRETION TO ACCEPT ANY REQUEST TO RE-EXTRACT RECORDS FOR EDIT ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT	Payroll Runs PHPRETO for SHRA Payroll Runs PHPRETO for EHRA	
			Handoff PR to SSC 10am SSC Finalize BW 02 ECSU, FSU, NCAT, NCCU, UNCA, UNCP, UNCSA, WCU, WSSU Feed to Finance by COB	Handoff PR to SSC 10am SSC Finalize BW 02 ECSU, FSU, NCAT, NCCU, UNCA, UNCP, UNCSA, WCU, WSSU Feed to Finance by COB	
			Payroll loads Longevity Pay file using PWREARN after LEAVE UPDATES Post BW NOC Rpt / Confirm Adj Run	Load KPIs to ShareFile SSC RUN BDCH	
23	24	25	26	27	28
	Handoff PR to SSC 10am SSC Finalize MN 01 Feed to Finance by COB				BW 02 PAY DAY SSC DETERMINE EFFECTIVE DATE FOR MASS CHANGE FOR EXPIRED EXEMPT TAX STATUS
		Target Date: ALL W2 files printed			
30	31				
	MN 01 PAY DAY				

Feb 2022					
SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
30-Jan BW03 PAY PERIOD ENDS C	31-Jan	1 Handoff PR to SSC 10am SSC Finalize BW 03 - UNCP Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run	2 Handoff PR to SSC 10am SSC Finalize BW 03 - FSU Feed to Finance by COB Post MN NOC Rpt / Confirm Adj Run	3 Handoff PR to SSC 10am SSC Finalize BW 03 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	4
6	7 Reconcile HDHP ER Expenses Add Corrections to MN02 or process adjustment before MN02 Reconcile FSA YTD Against P&A Group YTD before MN02 Make necessary updates	8 CAMPUS PROCESS MASS UPDATE FOR EXPIRED EXEMPT TAX FORMS	9	10 Place KPIs Scripts in Folder LOAD INBOUND INTERFACES HBR's APPROVE PENDING BF TASKS For EE ACTIONS	11 BW 03 PAY DAY Ensure Leave Roll processed in PROD prior to handoff BF GENERATES CHANGES FILE SSC RECEIVES /SPLITS /PLACES
13 BW04 PAY PERIOD ENDS D	14 New UNC Voluntary Life Insurance Plan Open Enrollment BEGINS 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 LOAD BF CSV CHANGES FILE	15 Handoff PR to SSC 10am SSC Finalize BW 04 - UNCP 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 Post BW NOC Rpt / Confirm Adj Run Handoff HR to PR (MN 02) 5pm	16 Handoff PR to SSC 10am SSC Finalize BW 04 - FSU Feed to Finance by COB CAB Meeting 3pm PR Begin MN 02 Edits 8am CAMPUS PAYROLL HAS THE DISCRETION TO ACCEPT ANY REQUEST TO RE-EXTRACT 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 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB SSC RUN BDCH	18 Load KPIs to ShareFile
20	21 Federal Reserve Holiday Dept State Treasury - No CB\$ Presidents Day Handoff PR to SSC 10am SSC Finalize MN 02 Feed to Finance by COB	22	23	24	25 BW 04 PAY DAY
27 BW05 PAY PERIOD ENDS E	28 MN 02 PAY DAY				

					
MAR		2022		2/22/22 12:31 PM	
SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
27-Feb	28-Feb	1	2	3	4
	<p>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.</p>	<p>Handoff PR to SSC 10am SSC Finalize BW 05 - UNCP Feed to Finance by COB</p> <p><i>SSC runs PWRPAGD, HR Approves, SSC transmits to P&A Grp</i></p> <p><i>SSC prepares Payroll deducted Memberships, Campus Approves, SSC transmits to OSA</i></p> <p>Post BW NOC Rpt / Confirm Adj Run</p>	<p>Handoff PR to SSC 10am SSC Finalize BW 05 - FSU Feed to Finance by COB</p> <p>Post MN NOC Rpt / Confirm Adj Run</p>	<p>Handoff PR to SSC 10am SSC Finalize BW 05 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB</p>	<p>New UNC Voluntary Life Insurance Plan Open Enrollment ENDS</p>
6	7	8	9	10	11
	<p>Reconcile HDHP ER Expenses Add Corrections to MN03 or process adjustment before MN03</p> <p>Reconcile FSA YTD Against P&A Group YTD before MN03 Make necessary updates</p>			<p>Place KPIs Scripts in Folder</p> <p>LOAD INBOUND INTERFACES</p>	<p>BW 05 PAY DAY</p>
13	14	15	16	17	18
<p>BW06 PAY PERIOD ENDS</p> <p>F</p>		<p>Handoff PR to SSC 10am SSC Finalize BW 06 - UNCP Feed to Finance by COB</p> <p>Post BW NOC Rpt / Confirm Adj Run</p> <p>HBR's APPROVE PENDING BF TASKS For EE ACTIONS</p>	<p>Handoff PR to SSC 10am SSC Finalize BW 06 - FSU Feed to Finance by COB</p> <p>CAB Meeting 3pm</p> <p>BF GENERATES CHANGES FILE SSC RECEIVES /SPLITS /PLACES</p>	<p>Handoff PR to SSC 10am SSC Finalize BW 06 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB</p> <p>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 PHAHOOR.</p> <p>HBR's REVIEW EXCEL CHG FILE LOAD BF CSV CHANGES FILE</p>	<p>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</p> <p>Handoff HR to PR (MN 03) 5pm</p>
20	21	22	23	24	25
	<p>PR Begin MN03 Edits 8am CAMPUS PAYROLL HAS THE DISCRETION TO ACCEPT ANY REQUEST TO RE-EXTRACT RECORDS FOR EDIT ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT</p> <p>Load KPIs to ShareFile</p>	<p>SSC RUN BDCH</p>		<p>Handoff PR to SSC 10am SSC Finalize MN 03 Feed to Finance by COB</p>	<p>BW 06 PAY DAY</p>
27	28	29	30	31	
<p>BW07 PAY PERIOD ENDS</p> <p>G</p>	<p>Campus Payroll validates the SUMMER semester dates are setup on PTRSCRD to ensure desired results from PPHSHRS</p>	<p>Handoff PR to SSC 10am SSC Finalize BW 07 - UNCP Feed to Finance by COB</p> <p>Post BW NOC Rpt / Confirm Adj Run</p>	<p>Handoff PR to SSC 10am SSC Finalize BW 07 - FSU Feed to Finance by COB</p>	<p>Handoff PR to SSC 10am SSC Finalize BW 07 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB</p> <p>MN 03 PAY DAY End of Quarter</p>	

APR						2022						2/22/22 12:31 PM					
SUN		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY							
										1							
3		4		5		6		7		8							
						Reconcile HDHP ER Expenses Add Corrections to MN04 or process adjustment before MN04				BW 07 PAY DAY							
						Reconcile FSA YTD Against P&A Group YTD before MN04 Make necessary updates											
		Post MN NOC Rpt / Confirm Adj Run															
10		11		12		13		14		15							
BW08 PAY PERIOD ENDS				Handoff PR to SSC 10am SSC Finalize BW 08 - UNCP Feed to Finance by COB		Handoff PR to SSC 10am SSC Finalize BW 08 - FSU Feed to Finance by COB		Handoff PR to SSC 10am SSC Finalize BW 08 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB		Dept State Treasury - No CB\$ SECU Holiday SSC Holiday							
H		Place KPIs Scripts in Folder						BF GENERATES CHANGES FILE		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 PHA HOUR.							
		LOAD INBOUND INTERFACES		Post BW NOC Rpt / Confirm Adj Run		HBR's APPROVE PENDING BF TASKS For EE ACTIONS		EMP GENERATES FULL CHANGES FILE SSC RECEIVES /SPLITS BF /PLACES		HBR's REVIEW EXCEL CHG FILE LOAD BF & EMP CSV CHANGES FILE							
17		18		19		20		21		22							
		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		PR Begin MN 04 Edits 8am CAMPUS PAYROLL HAS THE DISCRETION TO ACCEPT ANY REQUEST TO RE-EXTRACT RECORDS FOR EDIT ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT						BW 08 PAY DAY							
		Handoff HR to PR (MN 04) 5pm				CAB Meeting 3pm				Handoff PR to SSC 10am SSC Finalize MN 04 Feed to Finance by COB							
						Load KPIs to ShareFile											
						SSC RUN BDCH											
24		25		26		27		28		29							
BW09 PAY PERIOD ENDS				Handoff PR to SSC 10am SSC Finalize BW 09 - UNCP Feed to Finance by COB		Handoff PR to SSC 10am SSC Finalize BW 09 - FSU Feed to Finance by COB		Handoff PR to SSC 10am SSC Finalize BW 09 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB									
I																	
				Post BW NOC Rpt / Confirm Adj Run						MN 04 PAY DAY							

MAY					
MAY		2022		2/22/22 12:31 PM	
SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5	6
				Reconcile HDHP ER Expenses Add Corrections to MN05 or process adjustment before MN05	BW 09 PAY DAY
				Reconcile FSA YTD Against P&A Group YTD before MN05 Make necessary updates	
		Post MN NOC Rpt / Confirm Adj Run			
8	9	10	11	12	13
BW10 PAY PERIOD ENDS J		Handoff PR to SSC 10am SSC Finalize BW 10 - UNCP Feed to Finance by COB	Handoff PR to SSC 10am SSC Finalize BW 10 - FSU Feed to Finance by COB	Handoff PR to SSC 10am SSC Finalize BW 10 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	
		Place KPIs Scripts in Folder			
		Post BW NOC Rpt / Confirm Adj Run			
	LOAD INBOUND INTERFACES	HBR's APPROVE PENDING EMPYREAN TASKS For EE ACTIONS	HBR's APPROVE PENDING BF TASKS For EE ACTIONS	BF & EMP GENERATES CHANGES FILE SSC RECEIVES /SPLITS BF /PLACES	HBR's REVIEW EXCEL CHG FILE LOAD BF & EMP CSV CHANGES FILE
15	16	17	18	19	20
	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 PHAHOOR.	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	PR Begin MN 05 Edits 8am CAMPUS PAYROLL HAS THE DISCRETION TO ACCEPT ANY REQUEST TO RE-EXTRACT RECORDS FOR EDIT ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT		BW 10 PAY DAY
		Handoff HR to PR (MN 05) 5pm	CAB Meeting 3pm	SSC RUN BDCH	
					Load KPIs to ShareFile
22	23	24	25	26	27
BW11 PAY PERIOD ENDS K	Handoff PR to SSC 10am SSC Finalize MN 05 Feed to Finance by COB	Handoff PR to SSC 10am SSC Finalize BW 11 UNCP Feed to Finance by COB	Handoff PR to SSC 10am SSC Finalize BW 11 FSU Feed to Finance by COB	Handoff PR to SSC 10am SSC Finalize BW 11 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	
		Post BW NOC Rpt / Confirm Adj Run			
29	30	31			
	Federal Reserve Holiday Dept State Treasury - No CB\$ SECU Holiday Memorial Day System Office Holiday				
		MN 05 PAY DAY			

 2/22/22 12:31 PM					
SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			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 Post MN NOC Rpt / Confirm Adj Run	3 BW 11 PAY DAY
5 BW12 PAY PERIOD ENDS L	6 Reconcile HDHP ER Expenses Add Corrections to MN06 or process adjustment before MN06 Reconcile FSA YTD Against P&A Group YTD before MN06 Make necessary updates	7 Handoff PR to SSC 10am SSC Finalize BW 12 - UNCP Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run	8 Handoff PR to SSC 10am SSC Finalize BW 12 - FSU Feed to Finance by COB	9 Handoff PR to SSC 10am SSC Finalize BW 12 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	10 Place KPIs Scripts in Folder LOAD INBOUND INTERFACES
12	13 HBR's APPROVE PENDING EMPYREAN TASKS For EE ACTIONS	14 HBR's APPROVE PENDING BF TASKS For EE ACTIONS	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 PHAHOOR. CAB Meeting 3pm	16 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 LOAD BF & EMP CSV CHANGES FILE Handoff HR to PR (MN 06) 5pm	17 BW 12 PAY DAY PR Begin MN 06 Edits 8am CAMPUS PAYROLL HAS THE DISCRETION TO ACCEPT ANY REQUEST TO RE-EXTRACT RECORDS FOR EDIT ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT
19 BW13 PAY PERIOD ENDS M	20 Federal Reserve Holiday Dept State Treasury - No CB\$ Juneteenth	21 SSC RUN BDCH Load KPIs to ShareFile	22 Handoff PR to SSC 10am SSC Finalize BW 13 - UNCP SSC Finalize BW 13 - FSU MUST COMPLETE JOB ROLL BEFORE FEED TO FINANCE Post BW NOC Rpt / Confirm Adj Run	23 Handoff PR to SSC 10am SSC Finalize BW 13 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU MUST COMPLETE JOB ROLL BEFORE FEED TO FINANCE Handoff PR to SSC 10am SSC Finalize MN 06 Feed to Finance by COB	24
26	27 Campus Payroll validates the <u>FALL</u> semester dates are setup on PTRSCRD to ensure desired results from PHPSHRS	28	29	30 COMPLETE FISCAL YEAR END JOB ROLL AFTER MN06 FEED TO FINANCE MN 06 PAY DAY End of Quarter	


JUL						2022						2/22/22 12:31 PM					
SUN		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY							
										1 BW 13 PAY DAY							
3 BW14 PAY PERIOD ENDS N		4 <i>Federal Reserve Holiday Dept State Treasury - No CB\$ SECU Holiday</i> Independence Day System Office Holiday		5 Reconcile HDHP ER Expenses Add Corrections to MN07 or process adjustment before MN07 Reconcile FSA YTD Against P&A Group YTD before MN07 Make necessary updates Post MN NOC Rpt / Confirm Adj Run		6 Handoff PR to SSC 10am SSC Finalize BW 14 - UNCP & FSU Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run		7 Handoff PR to SSC 10am SSC Finalize BW 14 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB		8							
10		11		12		13		14		15 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. HBR's REVIEW EXCEL CHG FILE LOAD BF & EMP CSV CHANGES FILE							
		Place KPIs Scripts in Folder LOAD INBOUND INTERFACES		HBR's APPROVE PENDING EMPYREAN TASKS For EE ACTIONS		HBR's APPROVE PENDING BF TASKS For EE ACTIONS		BF & EMP GENERATES CHANGES FILE SSC RECEIVES /SPLITS BF /PLACES									
17 BW15 PAY PERIOD ENDS O		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 ONLY IF AN OVERPAYMENT WILL OCCUR Handoff HR to PR (MN 07) 5pm		19 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-EXTRACT RECORDS FOR EDIT ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT Post BW NOC Rpt / Confirm Adj Run		20 Handoff PR to SSC 10am SSC Finalize BW 15 - FSU Feed to Finance by COB CAB Meeting 3pm Load KPIs to ShareFile SSC RUN BDCH		21 Handoff PR to SSC 10am SSC Finalize BW 15 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB		22 Handoff PR to SSC 10am SSC Finalize MN 07 Feed to Finance by COB							
24		25		26		27		28		29 BW 15 PAY DAY MN 07 PAY DAY							

AUG					
AUG		2022		2/22/22 12:31 PM	
SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
31-Jul BW16 PAY PERIOD ENDS P	1	2 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	3 Handoff PR to SSC 10am SSC Finalize BW 16 - FSU Feed to Finance by COB	4 Handoff PR to SSC 10am SSC Finalize BW 16 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	5 Reconcile HDHP ER Expenses Add Corrections to MN08 or process adjustment before MN08 Reconcile FSA YTD Against P&A Group YTD before MN08 Make necessary updates
	7	8	9	10 Place KPIs Scripts in Folder LOAD INBOUND INTERFACES	11
	14 BW17 PAY PERIOD ENDS Q	15 HBR's APPROVE PENDING BF TASKS For EE ACTIONS	16 Handoff PR to SSC 10am SSC Finalize BW 17- UNCP Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run BF & EMP GENERATES CHANGES FILE SSC RECEIVES /SPLITS BF /PLACES	17 Handoff PR to SSC 10am SSC Finalize BW 17- FSU 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. CAB Meeting 3pm	18 Handoff PR to SSC 10am SSC Finalize BW 17 - 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
21	22 SSC RUN BDCH	23	24 Handoff PR to SSC 10am SSC Finalize MN 08 Feed to Finance by COB	25	19 PR Begin MN 08 Edits 8am CAMPUS PAYROLL HAS THE DISCRETION TO ACCEPT ANY REQUEST TO RE-EXTRACT RECORDS FOR EDIT ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT Load KPIs to ShareFile
28 BW18 PAY PERIOD ENDS R	29	30 Handoff PR to SSC 10am SSC Finalize BW 18 - UNCP Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run	31 Handoff PR to SSC 10am SSC Finalize BW 18 - FSU Feed to Finance by COB MN 08 PAY DAY		26 BW 17 PAY DAY

SEP					
2022		2/22/22 12:31 PM			
SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 Handoff PR to SSC 10am SSC Finalize BW 18 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	2 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
4	5 Federal Reserve Holiday Dept State Treasury - No CB\$ SECU Holiday Labor Day System Office Holiday	6 Reconcile HDHP ER Expenses Add Corrections to MN09 or process adjustment before MN09 Reconcile FSA YTD Against P&A Group YTD before MN09 Make necessary updates	7	8	9 BW 18 PAY DAY Place KPIs Scripts in Folder LOAD INBOUND INTERFACES
11 BW19 PAY PERIOD ENDS S	12	13 Handoff PR to SSC 10am SSC Finalize BW 19 - UNCP Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run HBR's APPROVE PENDING EMPYREAN TASKS For EE ACTIONS	14 Handoff PR to SSC 10am SSC Finalize BW 19 - FSU Feed to Finance by COB HBR's APPROVE PENDING BF TASKS For EE ACTIONS	15 Handoff PR to SSC 10am SSC Finalize BW 19 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB BF & EMP GENERATES CHANGES FILE SSC RECEIVES /SPLITS BF /PLACES	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. HBR's REVIEW EXCEL CHG FILE LOAD BF & EMP CSV CHANGES FILE
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 09) 5pm	20 PR Begin MN09 Edits 8am CAMPUS PAYROLL HAS THE DISCRETION TO ACCEPT ANY REQUEST TO RE-EXTRACT 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 SSC RUN BDCH	22	23 BW 19 PAY DAY Handoff PR to SSC 10am SSC Finalize MN 09 Feed to Finance by COB
25 BW20 PAY PERIOD ENDS T	26	27 Handoff PR to SSC 10am SSC Finalize BW 20 - UNCP Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run	28 Handoff PR to SSC 10am SSC Finalize BW 20 - FSU Feed to Finance by COB	29 Handoff PR to SSC 10am SSC Finalize BW 20 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	30 MN 09 PAY DAY End of Quarter

OCT					
OCT	2022		2/22/22 12:31 PM		
SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5	6	7
	OVERPAYMENTS THAT HAVE BEEN RECOVERED SHOULD BE PROCESSED BEFORE MN11 TO RECEIVE CREDIT FOR TSERS ER CONTRIBUTIONS	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 MN10 i.e. Gift Cards, Personal Use of Vehicles Post MN NOC Rpt / Confirm Adj Run		Reconcile HDHP ER Expenses Add Corrections to MN10 or process adjustment before MN10 Reconcile FSA YTD Against P&A Group YTD before MN10 Make necessary updates	BW 20 PAY DAY
9	10	11	12	13	14
BW21 PAY PERIOD ENDS U	Federal Reserve Holiday Dept State Treasury - No CB\$ Columbus Day		Handoff PR to SSC 10am SSC Finalize BW 21 - UNCP & FSU Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run	Handoff PR to SSC 10am SSC Finalize BW 21 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	
	Place KPIs Scripts in Folder LOAD INBOUND INTERFACES	HBR's APPROVE PENDING EMPYREAN TASKS For EE ACTIONS	HBR's APPROVE PENDING BF TASKS For EE ACTIONS	BF & EMP GENERATES CHANGES FILE SSC RECEIVES /SPLITS BF /PLACES	HBR's REVIEW EXCEL CHG FILE LOAD BF & EMP CSV CHANGES FILE
16	17	18	19	20	21
	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 PHAHOOR.	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 10) 5pm	PR Begin MN 10 Edits 8am CAMPUS PAYROLL HAS THE DISCRETION TO ACCEPT ANY REQUEST TO RE-EXTRACT RECORDS FOR EDIT ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT CAB Meeting 3pm	Load KPIs to ShareFile SSC RUN BDCH	BW 21 PAY DAY
23	24	25	26	27	28
BW22 PAY PERIOD ENDS V	Handoff PR to SSC 10am SSC Finalize MN 10 Feed to Finance by COB	Handoff PR to SSC 10am SSC Finalize BW 22 - UNCP Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run	Handoff PR to SSC 10am SSC Finalize BW 22 - FSU Feed to Finance by COB	Handoff PR to SSC 10am SSC Finalize BW 22 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	
30	31				
	MN 10 PAY DAY				

NOV						
NOV	2022					2/22/22 12:31 PM
SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
		1 OVERPAYMENTS THAT HAVE BEEN RECOVERED SHOULD BE PROCESSED BEFORE MN11 TO RECEIVE CREDIT FOR TSERS ER CONTRIBUTIONS	2 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 MN10 i.e. Gift Cards, Personal Use of Vehicles Post MN NOC Rpt / Confirm Adj Run	3 Reconcile HDHP ER Expenses Add Corrections to MN11 or process adjustment before MN11 Reconcile FSA YTD Against P&A Group YTD before MN11 Make necessary updates	4 BW 22 PAY DAY	
6 BW23 PAY PERIOD ENDS W	7 UI COORDINATORS EXPECT ANNUAL UNEMPLOYMENT REIMBURSEMENT STATEMENT PAYMENT DUE WITHIN 30 DAYS LOAD INBOUND INTERFACES	8 Handoff PR to SSC 10am SSC Finalize BW 23 - UNCP Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run HBR's APPROVE PENDING EMPYREAN TASKS For EE ACTIONS	9 Handoff PR to SSC 10am SSC Finalize BW 23 - FSU Feed to Finance by COB HBR's APPROVE PENDING BF TASKS For EE ACTIONS	10 Handoff PR to SSC 10am SSC Finalize BW 23 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB Place KPIs Scripts in Folder BF & EMP GENERATES CHANGES FILE SSC RECEIVES /SPLITS BF /PLACES	11 Federal Reserve Holiday Dept State Treasury - No CB\$ SECU Holiday Veterans Day-System Office Holiday 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 PHAHOURL HBR's REVIEW EXCEL CHG FILE LOAD BF & EMP CSV CHANGES FILE	
13	14 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	15 PR Begin MN 11 Edits 8am CAMPUS PAYROLL HAS THE DISCRETION TO ACCEPT ANY REQUEST TO RE-EXTRACT RECORDS FOR EDIT ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT	16 CAB Meeting 3pm SSC RUN BDCH	17	18 BW 23 PAY DAY Handoff PR to SSC 10am SSC Finalize MN 11 Feed to Finance by COB	
20 BW24 PAY PERIOD ENDS X	21 Load KPIs to ShareFile	22 Handoff PR to SSC 10am SSC Finalize BW 24 - UNCP, FSU Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run	23 ECSU, NCAT, NCCU, UNCA, UNCSA, WCU, WSSU HANDOFF AFTER HOLIDAY	24 Federal Reserve Holiday Dept State Treasury - No CB\$ SECU Holiday Thanksgiving System Office Holiday	25 Dept State Treasury - No CB\$ SECU Holiday Thanksgiving System Office Holiday	
27	28 Handoff PR to SSC 10am SSC Finalize BW 24 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	29 Reconcile HDHP ER Expenses Add Corrections to MN12 or process adjustment before MN12 Reconcile FSA YTD Against P&A Group YTD before MN12 Make necessary updates	30 Campus Payroll validates the SPRING semester dates are setup on PTRSCRD to ensure desired results from PHPSHRS MN 11 PAY DAY			

DEC		2022			2/22/22 12:31 PM
SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 LAST CHANCE 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	2 BW 24 PAY DAY PROVIDE ALL FRINGE BENEFITS THAT IS CONSIDERED TAXABLE INCOME TO PAYROLL TO BE TAXED ON MN12 i.e. Gift Cards, Personal Use of Vehicles Post MN NOC Rpt / Confirm Adj Run HBR's APPROVE PENDING BF TASKS For EE ACTIONS
4 BW25 PAY PERIOD ENDS Y	5 UI COORDINATORS ENSURE ANNUAL UNEMPLOYMENT INVOICES ARE PAID BY DUE DATE PAYMENTS CAN thru NCFS using <u>FUND CODE 4300</u> - EMPLOYMENT SECURITY COMMISSION LOAD INBOUND INTERFACES BF & EMP GENERATES CHANGES FILE SSC RECEIVES /SPLITS BF /PLACES	6 Handoff PR to SSC 10am SSC Finalize BW 25 -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 PHAHOOR. Post BW NOC Rpt / Confirm Adj Run HBR's REVIEW EXCEL CHG FILE MANUAL ENTRY OF CHANGES	7 Handoff PR to SSC 10am SSC Finalize BW 25 - FSU 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 12) 5pm	8 Handoff PR to SSC 10am SSC Finalize BW 25 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB PR Begin MN 12 Edits 8am CAMPUS PAYROLL HAS THE DISCRETION TO ACCEPT ANY REQUEST TO RE-EXTRACT RECORDS FOR EDIT ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT	9 Place KPIs Scripts in Folder SSC RUN BDCH
11	12	13 Handoff PR to SSC 10am SSC Finalize MN 12 Feed to Finance by COB	14	15	16 BW 25 PAY DAY
18 BW26 PAY PERIOD ENDS Z	19 Load KPIs to ShareFile	20 Handoff PR to SSC 10am SSC Finalize BW 26 ALL CAMPUSES Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run	21 MN 12 PAY DAY End of Quarter	22	23
25	26 Federal Reserve Holiday Dept State Treasury - No CB\$ SECU Holiday Christmas / Winter Break System Office Holiday	27 SECU Holiday 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)