JAN		2022			2/22/22 12:31 PM
SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 BW01 PAY PERIOD ENDS A	3 Federal Reserve Holiday Dept State Treasury - No CB\$ SECU Holiday New Year's Day System Office Holiday	4	5 Handoff PR to SSC 10am SSC Finalize BW 01 - UNCP & FSU Feed to Finance by COB DO NOT RUN PHPSHRS	6 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	7 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 CAMPUS NOTIFY EMPLOYEES FEDERAL AND/OR STATE EXEMPT STATUS EXPIRES 2/15. PROVIDE DATE TO SUBMIT NEW W4 / NC-4	11	12 Complete NC FLEX Open Enrollment in PRODUCTION	13 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	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.
	Place KPIs Scripts in Folder		HBR's APPROVE PENDING	BF GENERATES CHANGES FILE	HBR's REVIEW EXCEL CHG FILE
	LOAD INBOUND INTERFACES		BF TASKS For EE ACTIONS	SSC RECEIVES /SPLITS /PLACES	MANUAL ENTRY OF CHANGES
BW02 PAY PERIOD ENDS B	17 Federal Reserve Holiday Dept State Treasury - No CB\$ SECU Holiday Martin Luther King, Jr. System Office Holiday	18 ONCE THE HANDOFF FROM HR TO PR OCCURS, THE SYSTEM IS CONSIDERED TO BE IN <u>"HARD STOP"</u> STATUS AND RE-EXTRACTS SHOULD BE REQUESTED <u>ONLY</u> IF AN OVERPAYMENT WILL OCCUR Handoff HR to PR (MN 01) 5pm	ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT CAB Meeting 3pm Payroll loads Longevity Pay file using PWREARN after LEAVE UPDATES Post BW NOC Rpt / Confirm Adj Run	20 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 Load KPIs to ShareFile SSC RUN BDCH	21
23	24 Handoff PR to SSC 10am SSC Finalize MN 01 Feed to Finance by COB	<sup>25</sup> Target Date: ALL W2 files printed	26	27	28 BW 02 PAY DAY SSC DETERMINE EFFECTIVE DATE FOR MASS CHANGE FOR EXPIRED EXEMPT TAX STATUS
30	31 MN 01 PAY DAY				

FEB	Ech				
100	<b>FGN</b>	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	2 Handoff PR to SSC 10am SSC Finalize BW 03 - FSU Feed to Finance by COB	3 Handoff PR to SSC 10am SSC Finalize BW 03 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	4
		Post BW NOC Rpt / Confirm Adj Run	Post MN NOC Rpt / Confirm Adj Run		
6	7 Reconcile HDHP ER Expenses Add Corrections to MN02 or process adjustment before MN02 Reconcile FSA YTD Against P&A	8	9	10	11 BW 03 PAY DAY
	Group YTD before MN02 Make necessary updates	CAMPUS PROCESS MASS UPDATE FOR EXPIRED EXEMPT TAX FORMS		Place KPIs Scripts in Folder LOAD INBOUND INTERFACES HBR's APPROVE PENDING BF TASKS For EE ACTIONS	Ensure Leave Roll processed in PROD prior to handoff BF GENERATES CHANGES FILE SSC RECEIVES /SPLITS /PLACES
BW04 PAY PERIOD ENDS	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	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	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	17 Handoff PR to SSC 10am SSC Finalize BW 04 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	18
	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	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	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	SSC RUN BDCH	Load KPIs to ShareFile
	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			24	25 BW 04 PAY DAY
27 BW05 PAY PERIOD ENDS E	28 MN 02 PAY DAY				

	<b>Ja</b> lar	2022			
MAR		2022			2/22/22 12:31 PM
SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
27-Feb	28-Feb 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 05 - UNCP Feed to Finance by COB SSC runs PWRPAGD, HR Approves, SSC transmits to P&A Grp SSC prepares Payroll deducted Memberships, Campus Approves, SSC transmits to OSA Post BW NOC Rpt / Confirm Adj Run	2 Handoff PR to SSC 10am SSC Finalize BW 05 - FSU Feed to Finance by COB Post MN NOC Rpt / Confirm Adj Run	3 Handoff PR to SSC 10am SSC Finalize BW 05 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	4 New UNC Voluntary Life Insurance Plan Open Enrollment ENDS
6	7 Reconcile HDHP ER Expenses Add Corrections to MN03 or process adjustment before MN03 Reconcile FSA YTD Against P&A Group YTD before MN03 Make necessary updates	8	9	10 Place KPIs Scripts in Folder	11 BW 05 PAY DAY
		Campus mail 1042's by 3/15		LOAD INBOUND INTERFACES	· · · ·
13 BW06 PAY PERIOD ENDS F	14	15 Handoff PR to SSC 10am SSC Finalize BW 06 - UNCP Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run	16 Handoff PR to SSC 10am SSC Finalize BW 06 - FSU Feed to Finance by COB CAB Meeting 3pm	17 Handoff PR to SSC 10am SSC Finalize BW 06 - 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.	18 ONCE THE HANDOFF FROM HR TO PR OCCURS, THE SYSTEM IS CONSIDERED TO BE IN <u>"HARD STOP"</u> STATUS AND RE-EXTRACTS SHOULD BE REQUESTED <u>ONLY</u> IF AN OVERPAYMENT WILL OCCUR
		HBR'S APPROVE PENDING	BF GENERATES CHANGES FILE	HBR'S REVIEW EXCEL CHG FILE	Handoff HR to PR (MN 03) 5pm
	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	BF TASKS For EE ACTIONS 22 SSC RUN BDCH	SSC RECEIVES /SPLITS /PLACES	LOAD BF CSV CHANGES FILE 24 Handoff PR to SSC 10am SSC Finalize MN 03 Feed to Finance by COB	25 BW 06 PAY DAY
27 BW07 PAY PERIOD ENDS G	28 Campus Payroll validates the <u>SUMMER</u> semester dates are setup on PTRSCRD to ensure desired results from PHPSHRS	29 Handoff PR to SSC 10am SSC Finalize BW 07 - UNCP Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run	30 Handoff PR to SSC 10am SSC Finalize BW 07 - FSU Feed to Finance by COB	31 Handoff PR to SSC 10am SSC Finalize BW 07 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB MN 03 PAY DAY End of Quarter	

<u>APR</u> SUN	MONDAY	2022 TUESDAY			
	MONDAY				
SUN	MONDAY	TUESDAY			2/22/22 12:31 PM
			WEDNESDAY	THURSDAY	FRIDAY
					1
3	4	5	6	7	8
	Post MN NOC Rpt / Confirm Adj Run		Reconcile HDHP ER Expenses Add Corrections to MN04 or process adjustment before MN04 Reconcile FSA YTD Against P&A Group YTD before MN04 Make necessary updates		BW 07 PAY DAY
10	· · · · · · · · · · · · · · · · · · ·	12	13	14	15
BW08 PAY PERIOD ENDS	Place KPIs Scripts in Folder	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 HBR's APPROVE PENDING	Handoff PR to SSC 10am SSC Finalize BW 08 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB BF GENERATES CHANGES FILE EMP GENERATES FULL CHANGES FILE	Dept State Treasury - No CB\$ SECU Holiday SSC 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 PHAHOUR. HBR'S REVIEW EXCEL CHG FILE
	LOAD INBOUND INTERFACES	Post BW NOC Rpt / Confirm Adj Run	BF TASKS For EE ACTIONS	SSC RECEIVES /SPLITS BF /PLACES	LOAD BF & EMP CSV CHANGES FILE
17	ONCE THE HANDOFF FROM HR TO PR OCCURS, THE SYSTEM IS CONSIDERED TO BE IN <u>"HARD STOP"</u> STATUS AND RE-EXTRACTS SHOULD BE REQUESTED <u>ONLY</u> IF AN OVERPAYMENT WILL OCCUR Handoff HR to PR (MN 04) 5pm	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	CAB Meeting 3pm Load KPIs to ShareFile SSC RUN BDCH	21	22 BW 08 PAY DAY Handoff PR to SSC 10am SSC Finalize MN 04 Feed to Finance by COB
24 BW09 PAY PERIOD ENDS	25	26 Handoff PR to SSC 10am SSC Finalize BW 09 - UNCP Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run	27 Handoff PR to SSC 10am SSC Finalize BW 09 - FSU Feed to Finance by COB	28 Handoff PR to SSC 10am SSC Finalize BW 09 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	29 MN 04 PAY DAY

8     9     10     11     Handoff PR to SSC 10am SSC Finalize BW 10- UNCP Feed to Finance by COB     12     Handoff PR to SSC 10am SSC Finalize BW 10- UNCP Feed to Finance by COB     12     Handoff PR to SSC 10am SSC Finalize BW 10- UNCP Feed to Finance by COB     13       15     16     16     17     Post BW NOC Rpt / Confirm Adj Run HBR's APPROVE PENDING RECORD MUST BE ENTERED BEFORE HANDOFF FROM HR TO PR, OVERTIME SIG Calculated BEFORE THE MASS TIME ENTRY MOVES RECORDS TO PHAHOUR.     19     20       15     16     17     18     19     20       16     10     ONCE THE HANDOFF FROM HR TO PR, OCCURS, THE SYSTEM IS OVERPAY MEND SIDERED TO ENDING BE REQUSES TO ONLY IF AN OVERPAY MEND SIDERED TO ENDING BE REQUESTED ONLY IF AN OVERPAY MEND SIDERED TO ENDING BE REQUESTED ONLY IF AN OVERPAY MEND SIDERED TO ENDING BE REQUESTED ONLY IF AN OVERPAY MEND TO COURS THE SYSTEM IS ONCE THE HANDOFF FROM HR TO PR, OVERTIME SIG CALCULATED BEFORE THE MASS SID FINITION TO RE-EXTRACT SHOULD BE REQUESTED ONLY IF AN OVERPAY MEND TO COURS THE SYSTEM IS ON OVERPAY MEND TO COURS THE SYSTEM IS ON DECENT TO ACCEPT ANY REQUEST TO RE-EXRACT RECORDS FOR EDIT ACTIVE BEFORE THE MASS SID					
SUN         MONDAY         TUESDAY         WEDNESDAY         THRESDAY           1         2         3         4         Reconcile HDHP ER Expenses Add Corrections to MN05 or process adjustmen before MN05 make necessary updates         6         BW           8         9         10         Handoff PR to SSC 10am SSC Finalize BW 10 - VNCP Feed to Finance by COB         11         Handoff PR to SSC 10am SSC Finalize BW 10 - FSU Feed to Finance by COB         12         Handoff PR to SSC 10am SSC Finalize BW 10 - FSU Feed to Finance by COB         13           15         16         LOAD INBOUND INTERFACES THE ENTRE ODERS TO EMPLOYEE JOB RECORD MUST BE ENTRED BEFORE THE ADDRESS FOR EAST TO EMPLOYEE JOB RECORD MUST BE ENTRED BEFORE THE MAND THE ENTRE ODERS TO EMPLOYEE JOB RECORD MUST BE ENTRED BEFORE THE MAND THE ENTRE ODERS TO EMPLOYEE JOB RECORD MUST BE ENTRED BEFORE THE MAND THE ENTRE ODERS TO EMPTRENT ATSAS FOR EE ACTIONS THE ENTRE ODERS TO EMPTRENT ATSAS FOR EE ACTIONS THE ENTRE ODERS TO ENTRE ADDRESS FOR ED TO ALL UPDATES TO EMPLOYEE JOB RECORD MUST BE ENTRED BEFORE THE ADDRESS TO EMPLOYEE JOB RECORD MUST BE ENTRED BEFORE THE MAND DEFENSE THE ENTRE OPERCIONES THE ENTRE ODERS TO RECORD MUST BE ENTRED BEFORE THE MADS THE ENTRE OWNES TO SOFTEND HE TO RECORD TO PHANDOLE.         BP REGORE THE MASS THE ENTRE OWNES TO SOFTEND HE TO RECORD TO PHANDUR.         20         BW           24         4			2022		
1     2     3     4     5     Reconcile HDHP ER Expenses Add Corrections MN05 or process adjustment before MN05       8     9     10     Read MI NOC Rpt / Confirm Adj Run     11     Handoff PR to SSC 10am SSC Finalize BW 10 - VNCP Feed to Finance by COB     12     Handoff PR to SSC 10am SSC Finalize BW 10 - ESU Feed to Finance by COB     13       1     Handoff PR to SSC 10am SSC Finalize BW 10 - VNCP Feed to Finance by COB     11     Handoff PR to SSC 10am SSC Finalize BW 10 - FSU Feed to Finance by COB     13       15     ALL UPDATES TO EMPLOYEE UOR RECORD MUST BE ENTERED BEFORE THE ENTRE MUSE CORDUCT     17     18     PR Begin MN 05 Edits 8am COMUSE PARCE TRANCES For EE ACTIONS     BF A EMP GENERATES CHANGES FILE UDA DI RECORD MUST BE ENTERED BEFORE THE ENTRE MUSE CONSULT FILE SYSTEM IS CONSIGNERT TO ALL UPDATES TO EMPLOYEE UOR RECORD MUST BE ENTERED BEFORE THE ALL UPDATES TO EMPLOYEE UOR RECORD MUST BE ENTERED BEFORE THE ENTRE MUSE CONSULT FILE SYSTEM IS CONSIGNERT TO EM MILLORCUR     18     PR Begin MN 05 Edits 8am COMUSE PARCE TRANCET TO EMPLOYEE UOR RECORD FROM HT FOR NO VERTIME SSC Finalize BW 10 VCR PHANDUR.     20     20     20     20       22     23     24     Handoff PR to SSC 10am SSC Finalize BW 11 UNCP Feed to Finance by COB     25     Andreaft PR to SSC 10am SSC Finalize BW 11 UNCP Feed to Finance by COB     26     Mandoff PR to SSC 10am SSC Finalize BW 10 VCR Feed to Finance by COB     27       23     30     31     PR BEBIN NO CR # / Confirm Adj Run     26     Handoff PR to SSC 10am SSC Finalize BW 11 UNCP Fe	2/22/22 12:31 PM	WEDNERDAY		MONDAY	
Image: Post MN NOC Rpt / Confirm Adj Run         11         Handoff PR to SSC 10am SSC Finalize BW 10 - PSU Feed to Finance by COB         12         13           B W10 PY PERIOD J         10         Handoff PR to SSC 10am SSC Finalize BW 10 - PSU Feed to Finance by COB         11         Handoff PR to SSC 10am SSC Finalize BW 10 - PSU Feed to Finance by COB         12         Handoff PR to SSC 10am SSC Finalize BW 10 - PSU Feed to Finance by COB         13           15         16         10         HBR's APPROVE PENDING HBR's APPROVE PENDING BF TASKS For EE ACTIONS         BF & EMP GENERATES CHANGES FILE SSC Recizing SSC Finalize BW 10 - PSU Feed to Finance by COB         BF TASKS For EE ACTIONS         BF & EMP GENERATES CHANGES FILE SSC Recizing SSC Finalize BW 10 - PSU Feed to Finance by COB         BF TASKS For EE ACTIONS         BF & EMP GENERATES CHANGES FILE SSC Recizing SRPLTS BF /PLACES         HBR's APPROVE PENDING BF TASKS For EE ACTIONS         BF & EMP GENERATES CHANGES FILE SSC Recizing SRPLTS BF /PLACES         HBR's APPROVE PENDING BF TASKS For EE ACTIONS         BF & EMP GENERATES CHANGES FILE SSC Recizing SRPLTS BF /PLACES         HBR's APPROVE PENDING BF TASKS For EE ACTIONS         BF & EMP GENERATES CHANGES FILE SSC Recizing SRPLTS BF /PLACES         HBR's APPROVE PENDING BF TASKS For EE ACTIONS         BF & EMP GENERATES CHANGES FILE SSC Recizing SRPLTS BF /PLACES         HBR's APPROVE PENDING BF ACTIONS         BF & EMP GENERATES CHANGES FILE SSC Recizing SRPLTS BF /PLACES         HBR's APPROVE PENDING BF A EMP GENERATES CHANGES FILE SSC Recizing SRPLTS BF /PLACES         BF & EMP GENERATES CHANGES FILE SSC Recizing SRPLTS BF /PLACES	THURSDAY FRIDAY	WEDNESDAT	10ESDAT	MONDA F	SUN 1
BW10 PAY PART       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 - FSU Feed to Finance by COB         J       LOAD INBOUND INTERFACES       EMPYREAN TASKS For EE ACTIONS       BF A SMP GOVE PENDING BF TASKS For EE ACTIONS       BF A EMP GENERATES CHANGES FILE SSC RECEIVES /SPLITS BF /PLACES       HBR's REVI LOAD BF A EMP SSC Finalize BW 10 - EC3U, NCAU, NCSU,	e FSA YTD Against P&A p YTD before MN05	•	Post MN NOC Rpt / Confirm Adj Run	2	
PARD PERIOD ENDS     J     SSC Finalize BW 10 - UNCP Feed to Finance by COB     SSC Finalize BW 10 - ESU Feed to Finance by COB     SSC Finalize BW 10 - ESU NCCU, UNCA,				9	8
PERIOD ENDS       J       Feed to Finance by COB       Feed to Finance by COB       NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB         J       Place KPIs Scripts in Folder Post BW NOC Rpt / Confirm AdJ Run       Place KPIs Scripts in Folder Post BW NOC Rpt / Confirm AdJ Run         15       LOAD INBOUND INTERFACES       Image: Construction of the construction					
ENDS     Feed to Finance by COB       J     Place KPIs Scripts in Folder       Post BW NOC Rpt / Confirm AdJ Run       HBR's APPROVE PENDING       LOAD INBOUND INTERFACES       15       16       ALL UPDATES TO EMPLOYEE JOB RECORD MUST BE ENTERRED BEFORE HANDOFF FROM HR TO PR. OVERTIME IS CALCULATED BEFORE THE HANDOFF FROM HR TO PR OCCURS, THE ENSTEM IS CONSIDERED TO BE IN "HARD STOP" STATUS AND RE-EXTRACTS SHOULD BH REQUESTION TO ACCEPT ANY REQUEST TIME ENTRY MOVES RECORDS TO PHAHOUR.     19       22       23       24       Handoff PR to SSC 10am SSC Finalize MN 05 Feed to Finance by COB       24       Handoff PR to SSC 10am SSC Finalize MN 05 Feed to Finance by COB       23       30       31					
J         Place KPIs Scripts in Folder         Place KPIs Scripts in Folder           10         LOAD INBOUND INTERFACES         Percent Confirm Adj Run         HBR's APPROVE PENDING BF TASKS For EE ACTIONS         BF & EMP GENERATES CHANGES FLB         HBR's REVI LOAD BF & EMP           15         16         ALL UPDATES TO EMPLOYEE JOB RECORD MUST BE ENTRERD BEFORE IN ADDOFF FROM IR TO PR. OVERTIME IS CALCULATED BEFORE THE MASS TIME ENTRY MOVES RECORDS TO PHAHOUR.         10         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 FAN         19         20         BW           24         ENCONDUCT         ENCONDUCTION SARE Handoff PR to SSC 10am SSC Finalize BW 11 UNCP ENDS         16         19         26         27           22         23         30         31         24         Handoff PR to SSC 10am SSC Finalize BW 11 UNCP         26         26         27					
Post BW NOC Rpt / Confirm Adj Run HBR's APPROVE PENDING         HBR's APPROVE PENDING         BF & EMP GENERATES CHANGES FILE LOAD BF & ET STAUSA SFOR EE ACTIONS         BF & EMP GENERATES CHANGES FILE STAUSA STORE E ACTIONS         Data State         Load BF & ET STAUSA STORE E ACTIONS         BF & EMP GENERATES CHANGES FILE STAUSA STORE PENDING         HBR's APPROVE PENDING BF ACROUP MUST BE PENTERED STOP OCCURS, THE SYSTEM IS CONSIDERED TO DE IN 'HARD STOP' STATUS AND RE-EXTRACTS SHOULD BE REQUESTED ONLY IF AN OVERPAYMENT WILL OCCUR         IB PR Begin MN 05 Edits 8am CAMPUS PAYROLL HAS THE DISCRETION TO ACCEPT ANY REQUEST TO RE-EXRACT RECORDS FOR EDIT ACTIVE BENET FLORE CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT         IB PR EACUC STOP MUST RECORDS TO DE N'HARD STOP' STATUS AND RE-EXTRACTS SHOULD BE REQUESTED ONLY IF AN OVERPAYMENT WILL OCCUR         CAB Meeting 3pm         SSC RUN BDCH         Load P           22         23         24         Handoff PR to SSC 10am SSC Finalize BW 11 UNCP Feed to Finance by COB         25         Handoff PR to SSC 10am SSC Finalize BW 11 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB         26         Handoff PR to SSC 10am SSC Finalize BW 11 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB         27           29         30         31					
Image: Instruction of the system is considered in the system is consystem is considered in the system is considered in					J
LOAD INBOUND INTERFACES         EMPYREAN TASKS For EE ACTIONS         BF TASKS For EE ACTIONS         SSC RECEIVES /SPLITS BF /PLACES         LOAD BF & EI           15         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 ONCE THE HANDOFF FROM HR TO PR OCCURS, THE SYSTEM IS CONSIDERED TO BE IN 'HARD STOPP' STATUS AND RE-EXTRACTS SHOULD BE REQUESTED ONLY IF AN OVERPAYMENT WILL OCCUR         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         20         BW           22         23 BW/11 PAY PERIOD SSC Finalize MN 05 Feed to Finance by COB         24 Handoff PR to SSC 10am SSC Finalize BW 11 UNCP Feed to Finance by COB         25 Handoff PR to SSC 10am SSC Finalize BW 11 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB         27           29         30         31	GENERATES CHANGES FILE HBR'S REVIEW EXCEL CHG FILE	HBR's APPROVE PENDING			
ALL UPDATES TO EMPLOYEE JOB RECORD MUST BE ENTERED BEFORE HANDOFF FROM HR TO PR, OVERTIME IS CALCULATED BEFORE TIME ENTRY MOVES RECORDS TO PHAHOUR.     ONCE THE HANDOFF FROM HR TO PR OCCURS, THE SYSTEM IS CONSIDERED TO BE IN <u>"HARD STOP"</u> 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 ACCEPT ANY REQUEST TO ACCEPT ANY REQUEST DO STATUS AND RE-EXTRACT RECORDS FOR EDIT ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT     BWW       22 BW11 PAY PERIOD END SC Finalize MN 05 Feed to Finance by COB     24 Handoff PR to SSC 10am SSC Finalize BW 11 UNCP Feed to Finance by COB     25 Handoff PR to SSC 10am SSC Finalize BW 11 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB     26 Handoff PR to SSC 10am SSC Finalize BW 11 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB     27 Post BW NOC Rpt / Confirm Adj Run       29 30     30     31     Image: Status and Status				LOAD INBOUND INTERFACES	
RECORD MUST BE ENTERED BEFORE HANDOFF FROM HR TO PR. OVERTIME IS CALCULATED BEFORE THE MASS TIME ENTRY MOVES RECORDS TO PHAHOUR.       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       CAMPUS PAYROLL HAS THE DISCRETION TO ACCEPT ANY REQUEST TO RE-EXRACT RECORDS FOR EDIT ACTIVE BENEFTIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT       TO RE-EXRACT RECORDS FOR EDIT ACTIVE BENEFTIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT       SSC RUN BDCH       Load H         22 BW11 PAY PAY PAY PAY PAY PAY PAY PAY PAY PERIOD ENDS       23 Handoff PR to SSC 10am SSC Finalize BW 11 UNCP Feed to Finance by COB       24 Handoff PR to SSC 10am SSC Finalize BW 11 UNCP Feed to Finance by COB       26 Handoff PR to SSC 10am SSC Finalize BW 11 FSU Feed to Finance by COB       27 Feed to Finance by COB       27 Y         29       30       31			17	16	15
HANDOFF FROM HR TO PR. OVERTIME IS CALCULATED BEFORE THE MASS TIME ENTRY MOVES RECORDS TO PHAHOUR.       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       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       Handoff HR to PR (MN 05) 5pm       CAB Meeting 3pm       SSC RUN BDCH       Load H         22 BW111 PAY PERIOD K       23 Handoff PR to SSC 10am SSC Finalize BW 10 S Feed to Finance by COB       24 Handoff PR to SSC 10am SSC Finalize BW 11 UNCP Feed to Finance by COB       25 Handoff PR to SSC 10am SSC Finalize BW 11 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB       27 Post BW NOC Rpt / Confirm Adj Run         29       30       31       Image: Confirm Adj Run       Image: Confirm Adj Run	BW 10 PAY DAY	_	ONCE THE HANDOFF FROM HR TO PR		
IS CALCULATED BEFORE THE MASS TIME ENTRY MOVES RECORDS TO PHAHOUR.       CONSIDERED TO BE IN ACTINE AND RE-EXTRACTS SHOULD BE REQUESTED ONLY IF AN OVERPAYMENT WILL OCCUR       TO RE-EXRACT RECORDS FOR EDIT ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REFLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT         22 BW111 PAY PERIOD K       23 Handoff PR to SSC 10am SSC Finalize MN 05 Feed to Finance by COB       24 Handoff PR to SSC 10am SSC Finalize BW 11 UNCP Feed to Finance by COB       25 Handoff PR to SSC 10am SSC Finalize BW 11 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB       27 Feed to Finance by COB       27 Feed to Finance by COB         29       30       31       31       Image: Construction of the constructi					
IMPLE ENTRY MODES RECORDS 10 PHAHOUR.       BE REQUESTED ONLY IF AN OVERPAYMENT WILL OCCUR       ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT       ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT         22 BW11 PAY PERIOD ENDS       23 Handoff PR to SSC 10am SSC Finalize MN 05 Feed to Finance by COB       24 Handoff PR to SSC 10am SSC Finalize BW 11 UNCP Feed to Finance by COB       25 Handoff PR to SSC 10am SSC Finalize BW 11 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB       27 Feed to Finan					
PHAHOUR.     OVERPAYMENT WILL OCCUR     HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT     Handoff HR to PR (MN 05) 5pm     CAB Meeting 3pm     SSC RUN BDCH       22 BW11 PAY PERIOD ENDS     23 Handoff PR to SSC 10am SSC Finalize MN 05 Feed to Finance by COB     24 Handoff PR to SSC 10am SSC Finalize BW 11 UNCP Feed to Finance by COB     25 Handoff PR to SSC 10am SSC Finalize BW 11 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB     27 Feed to Finance by COB       29     30     31     31     31     31		ACTIVE BENEFIT CORRECTIONS ARE			
Handoff HR to PR (MN 05) 5pm       CAB Meeting 3pm       SSC RUN BDCH       Load R         22       23       Handoff PR to SSC 10am       24       Handoff PR to SSC 10am       25       Handoff PR to SSC 10am       SSC Finalize BW 11 UNCP       Feed to Finance by COB       Feed to Finance by COB       26       Handoff PR to SSC 10am       SSC Finalize BW 11 - ECSU, NCAT       NCCU, UNCA, UNCSA, WCU, WSSU       Feed to Finance by COB       Feed to Finance by COB       7         K       Post BW NOC Rpt / Confirm Adj Run       Post BW NOC Rpt / Confirm Adj Run       1       Image: California content and				PHAHOUR.	
22     23     Handoff PR to SSC 10am     24     Handoff PR to SSC 10am     25     Handoff PR to SSC 10am     SSC Finalize BW 11 UNCP     SSC Finalize BW 11 FSU     SSC Finalize BW 11 - ECSU, NCAT     NCCU, UNCA, UNCSA, WCU, WSSU     27       K     Post BW NOC Rpt / Confirm Adj Run     Post BW NOC Rpt / Confirm Adj Run     25     Handoff PR to SSC 10am     SSC Finalize BW 11 - ECSU, NCAT     NCCU, UNCA, UNCSA, WCU, WSSU     27					
BW11 PAY PERIOD ENDS       Handoff PR to SSC 10am SSC Finalize BW 10 UNCP 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 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB         K       Post BW NOC Rpt / Confirm Adj Run       Handoff PR to SSC 10am SSC Finalize BW 11 UNCP 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         Z9       30       31       Image: State S	SC RUN BDCH Load KPIs to ShareFile	CAB Meeting 3pm	Handoff HR to PR (MN 05) 5pm		
PAY PERIOD ENDS       Handoff PR to SSC 10am SSC Finalize MN 05 Feed to Finance by COB       SSC Finalize BW 11 UNCP Feed to Finance by COB       SSC Finalize BW 11 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB         K       Post BW NOC Rpt / Confirm Adj Run       Post BW NOC Rpt / Confirm Adj Run       Feed to Finance by COB       Feed to Finance by COB         29       30       31       Feed to Finance by COB       Feed to Finance by COB       Feed to Finance by COB	27			23	
PERIOD ENDS       SSC Finalize MN 05 Feed to Finance by COB       Feed to Finance by COB       Feed to Finance by COB       NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB         K       Post BW NOC Rpt / Confirm Adj Run       Post BW NOC Rpt / Confirm Adj Run       Image: Confirm Adj Run       Image: Confirm Adj Run         29       30       31       Image: Confirm Adj Run       Image: Confirm Adj Run				Handoff DD to CCC 40am	
ENDS     Feed to Finance by COB       K     Post BW NOC Rpt / Confirm Adj Run       29     30					
K     Post BW NOC Rpt / Confirm Adj Run       29     30		reed to r mance by COD	reed to r mance by COD		
Post BW NOC Rpt / Confirm Adj Run         Post BW NOC Rpt / Confirm Adj Run           29         30         31					
29 30 31					К
29 30 31					
29 30 31			Post BW NOC Rpt / Confirm Adj Run		
Federal Reserve Holiday				30	29
Federal Reserve Holiday					
Dept State Treasury - No CB\$					
SECU Holiday					
Memorial Day					
System Office Holiday				System Office Holiday	
MN 05 PAY DAY			MN 05 PAY DAY		

		0000			
JUN	and the second second	2022			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	14	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. CAB Meeting 3pm	16 ONCE THE HANDOFF FROM HR TO PR OCCURS, THE SYSTEM IS CONSIDERED TO BE IN <u>"HARD STOP"</u> STATUS AND RE-EXTRACTS SHOULD BE REQUESTED <u>ONLY</u> IF AN OVERPAYMENT WILL OCCUR HBR'S REVIEW EXCEL CHG FILE LOAD BF & EMP CSV CHANGES FILE	17 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
	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	Handoff HR to PR (MN 06) 5pm	
19 BW13 PAY PERIOD ENDS M	20 Federal Reserve Holiday Dept State Treasury - No CB\$ Juneteenth	21 SSC RUN BDCH	22 Handoff PR to SSC 10am SSC Finalize BW 13 - UNCP SSC Finalize BW 13 - FSU MUST COMPLETE JOB ROLL BEFORE FEED TO FINANCE	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
	~7	Load KPIs to ShareFile	Post BW NOC Rpt / Confirm Adj Run	20	
	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	

		2022			
JUL					2/22/22 12:31 PM
SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
					BW 13 PAY DAY
3	4	5	6	7	8
BW14		Reconcile HDHP ER Expenses Add	Handoff PR to SSC 10am	Handoff PR to SSC 10am	
PAY	Federal Reserve Holiday	Corrections to MN07 or process	SSC Finalize BW 14 - UNCP & FSU	SSC Finalize BW 14 - ECSU, NCAT	
PERIOD ENDS	Dept State Treasury - No CB\$ SECU Holiday	adjustment before MN07	Feed to Finance by COB	NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	
Ν	Independence Day	Reconcile FSA YTD Against P&A Group YTD before MN07			
	System Office Holiday	Make necessary updates			
		Post MN NOC Rpt / Confirm Adj Run	Post BW NOC Rpt / Confirm Adj Run		
10	11			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.
	Place KPIs Scripts in Folder	HBR'S APPROVE PENDING	HBR'S APPROVE PENDING	BF & EMP GENERATES CHANGES FILE	HBR's REVIEW EXCEL CHG FILE
17	LOAD INBOUND INTERFACES 18	EMPYREAN TASKS For EE ACTIONS 19	BF TASKS For EE ACTIONS 20	SSC RECEIVES /SPLITS BF /PLACES 21	LOAD BF & EMP CSV CHANGES FILE 22
BW15	10	Handoff PR to SSC 10am	Handoff PR to SSC 10am	Handoff PR to SSC 10am	Handoff PR to SSC 10am
PAY		SSC Finalize BW 15 - UNCP	SSC Finalize BW 15 - FSU	SSC Finalize BW 15 - ECSU, NCAT	SSC Finalize MN 07
PERIOD		Feed to Finance by COB	Feed to Finance by COB	NCCU, UNCA, UNCSA, WCU, WSSU	Feed to Finance by COB
ENDS	ONCE THE HANDOFF FROM HR TO PR OCCURS, THE SYSTEM IS	PR Begin MN 07 Edits 8am		Feed to Finance by COB	
ο	CONSIDERED TO BE IN "HARD STOP"	CAMPUS PAYROLL HAS THE DISCRETION TO ACCEPT ANY REQUEST			
Ŭ	STATUS AND RE-EXTRACTS SHOULD	TO RE-EXRACT RECORDS FOR EDIT			
	BE REQUESTED <u>ONLY</u> IF AN OVERPAYMENT WILL OCCUR	ACTIVE BENEFIT CORRECTIONS ARE	CAB Meeting 3pm		
		HANDLED WITH ADD/REPLACE FOLLOWED	Load KPIs to ShareFile		
	Handoff HR to PR (MN 07) 5pm	BY RECALC WITHOUT RE-EXTRACT	SSC RUN BDCH		
24	25	Post BW NOC Rpt / Confirm Adj Run 26	27	28	29
					BW 15 PAY DAY
					MN 07 PAY DAY
					WIN OF PAT DAT

<u>AUG</u>		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	11	12 BW 16 PAY DAY
			Place KPIs Scripts in Folder LOAD INBOUND INTERFACES		HBR'S APPROVE PENDING EMPYREAN TASKS For EE ACTIONS
14 BW17 PAY PERIOD ENDS Q	15	16 Handoff PR to SSC 10am SSC Finalize BW 17- UNCP Feed to Finance by COB	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.	OCCURS, THE SYSTEM IS CONSIDERED TO BE IN <u>"HARD STOP"</u> STATUS AND RE-EXTRACTS SHOULD BE REQUESTED <u>ONLY</u> IF AN	19 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
		Post BW NOC Rpt / Confirm Adj Run	CAB Meeting 3pm	OVERPAYMENT WILL OCCUR	
	HBR's APPROVE PENDING	<b>BF &amp; EMP GENERATES CHANGES FILE</b>	HBR's REVIEW EXCEL CHG FILE	Handoff HR to PR (MN 08) 5pm	
24	BF TASKS For EE ACTIONS 22	SSC RECEIVES /SPLITS BF /PLACES	LOAD BF & EMP CSV CHANGES FILE		Load KPIs to ShareFile
21	SSC RUN BDCH	23	24 Handoff PR to SSC 10am SSC Finalize MN 08 Feed to Finance by COB	25	26 BW 17 PAY DAY
28 BW18 PAY PERIOD ENDS	29	30 Handoff PR to SSC 10am SSC Finalize BW 18 - UNCP Feed to Finance by COB	31 Handoff PR to SSC 10am SSC Finalize BW 18 - FSU Feed to Finance by COB		
R			MN 08 PAY DAY		
		Post BW NOC Rpt / Confirm Adj Run			

	Sert	2022			
SEP SUN	MONDAY		WEDNESDAY	THURSDAY	2/22/22 12:31 PM FRIDAY
300				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.
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	14 Handoff PR to SSC 10am SSC Finalize BW 19 - FSU Feed to Finance by COB	15 Handoff PR to SSC 10am SSC Finalize BW 19 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	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 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
25	19 ONCE THE HANDOFF FROM HR TO PR OCCURS, THE SYSTEM IS CONSIDERED TO BE IN <u>"HARD STOP"</u> STATUS AND RE-EXTRACTS SHOULD BE REQUESTED <u>ONLY</u> IF AN OVERPAYMENT WILL OCCUR Handoff HR to PR (MN 09) 5pm 26	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 27	21 CAB Meeting 3pm SSC RUN BDCH 28	22 29 Handoff PR to SSC 10am	23 BW 19 PAY DAY Handoff PR to SSC 10am SSC Finalize MN 09 Feed to Finance by COB
BW20 PAY PERIOD ENDS T		Handoff PR to SSC 10am SSC Finalize BW 20 - UNCP Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run	Handoff PR to SSC 10am SSC Finalize BW 20 - FSU Feed to Finance by COB	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

		1		1	
		2022			
<u>OCT</u>		2022			2/22/22 12:31 PM
SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	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 MN10 i.e. Gift Cards, Personal Use of Vehicles	5	6 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	7 BW 20 PAY DAY
		Post MN NOC Rpt / Confirm Adj Run			
9 BW21 PAY PERIOD ENDS U	10 Federal Reserve Holiday Dept State Treasury - No CB\$ Columbus Day	11	12 Handoff PR to SSC 10am SSC Finalize BW 21 - UNCP & FSU Feed to Finance by COB	13 Handoff PR to SSC 10am SSC Finalize BW 21 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	14
			Post BW NOC Rpt / Confirm Adj Run		
	Place KPIs Scripts in Folder		HBR'S APPROVE PENDING	BF & EMP GENERATES CHANGES FILE	HBR'S REVIEW EXCEL CHG FILE
16	LOAD INBOUND INTERFACES	EMPYREAN TASKS For EE ACTIONS	BF TASKS For EE ACTIONS 19	SSC RECEIVES /SPLITS BF /PLACES	LOAD BF & EMP CSV CHANGES FILE 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 PHAHOUR.	ONCE THE HANDOFF FROM HR TO PR	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		BW 21 PAY DAY
			BY RECALC WITHOUT RE-EXTRACT	Load KPIs to ShareFile	
		Handoff HR to PR (MN 10) 5pm	CAB Meeting 3pm	SSC RUN BDCH	
23 BW22 PAY PERIOD ENDS V	24 Handoff PR to SSC 10am SSC Finalize MN 10 Feed to Finance by COB	25 Handoff PR to SSC 10am SSC Finalize BW 22 - UNCP Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run	26 Handoff PR to SSC 10am SSC Finalize BW 22 - FSU Feed to Finance by COB	27 Handoff PR to SSC 10am SSC Finalize BW 22 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	28
30	31				
	MN 10 PAY DAY				

<u>NOV</u>		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	3 Reconcile HDHP ER Expenses Add Corrections to MN11 or process adjustment before MN11	4 BW 22 PAY DAY
			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 FSA YTD Against P&A Group YTD before MN11 Make necessary updates	
6 BW23 PAY PERIOD ENDS W	7 UI COORDINATORS EXPECT ANNUAL UNEMPLOYMENT REIMBURSEMENT STATEMENT PAYMENT DUE WITHIN 30 DAYS	8 Handoff PR to SSC 10am SSC Finalize BW 23 - UNCP Feed to Finance by COB	9 Handoff PR to SSC 10am SSC Finalize BW 23 - FSU Feed to Finance by COB	10 Handoff PR to SSC 10am SSC Finalize BW 23 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	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
		Post BW NOC Rpt / Confirm Adj Run		Place KPIs Scripts in Folder	PHAHOUR.
		HBR's APPROVE PENDING	HBR'S APPROVE PENDING	<b>BF &amp; EMP GENERATES CHANGES FILE</b>	HBR's REVIEW EXCEL CHG FILE
	LOAD INBOUND INTERFACES	EMPYREAN TASKS For EE ACTIONS	BF TASKS For EE ACTIONS	SSC RECEIVES /SPLITS BF /PLACES	LOAD BF & EMP CSV CHANGES FILE
	14 ONCE THE HANDOFF FROM HR TO PR OCCURS, THE SYSTEM IS CONSIDERED TO BE IN <u>"HARD STOP"</u> STATUS AND RE-EXTRACTS SHOULD BE REQUESTED <u>ONLY</u> IF AN OVERPAYMENT WILL OCCUR	15 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	16 CAB Meeting 3pm	17	18 BW 23 PAY DAY Handoff PR to SSC 10am SSC Finalize MN 11 Feed to Finance by COB
	Handoff HR to PR (MN 11) 5pm		SSC RUN BDCH		
20 BW24 PAY PERIOD ENDS	21	22 Handoff PR to SSC 10am SSC Finalize BW 24 - UNCP, FSU Feed to Finance by COB	23 ECSU, NCAT, NCCU, UNCA, UNCSA, WCU, WSSU HANDOFF AFTER HOLIDAY	24 Federal Reserve Holiday Dept State Treasury - No CB\$ SECU Holiday	25 Dept State Treasury - No CB\$ SECU Holiday
x	Load KPIs to ShareFile	Post BW NOC Rpt / Confirm Adj Run		Thanksgiving System Office Holiday	Thanksgiving System Office Holiday
27		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 <u>SPRING</u> semester dates are setup on PTRSCRD to ensure desired results from PHPSHRS		
			MN 11 PAY DAY		

		0000			
DEC		2022			2/22/22 12:31 PM
SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 LAST CHANCE OVERPAYMENTS THAT HAVE BEEN	2 BW 24 PAY DAY
				RECOVERED SHOULD BE PROCESSED	PROVIDE ALL FRINGE BENEFITS THAT IS
				BEFORE MN12 TO RECEIVE CREDIT	CONSIDERED TAXABLE INCOME TO
				FOR TSERS ER CONTRIBUTIONS ALL ADJUSTMENTS SHOULD BE	PAYROLL TO BE TAXED ON MN12 i.e. Gift Cards, Personal Use of Vehicles
				PROCESSED BEFORE MN12 AND	Post MN NOC Rpt / Confirm Adj Run
				MUST BE PROCESSED PRIOR TO	HBR's APPROVE PENDING
				WINTER BREAK	BF TASKS For EE ACTIONS
-	5	6	7	8	9
BW25 PAY	UI COORDINATORS ENSURE ANNUAL UNEMPLOYMENT	Handoff PR to SSC 10am SSC Finalize BW 25 -UNCP	Handoff PR to SSC 10am SSC Finalize BW 25 - FSU	Handoff PR to SSC 10am	
PERIOD	INVOICES ARE PAID BY DUE DATE	Feed to Finance by COB	Feed to Finance by COB	SSC Finalize BW 25 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU	
ENDS	PAYMENTS CAN thru NCFS using	ALL UPDATES TO EMPLOYEE JOB		Feed to Finance by COB	
	FUND CODE 4300 - EMPLOYMENT	RECORD MUST BE ENTERED BEFORE	ONCE THE HANDOFF FROM HR TO PR OCCURS, THE SYSTEM IS		
Y	SECURITY COMMISSION	HANDOFF FROM HR TO PR. OVERTIME	CONSIDERED TO BE IN "HARD STOP"	PR Begin MN 12 Edits 8am	
		IS CALCULATED BEFORE THE MASS TIME ENTRY MOVES RECORDS TO	STATUS AND RE-EXTRACTS SHOULD	CAMPUS PAYROLL HAS THE DISCRETION TO ACCEPT ANY REQUEST	
		PHAHOUR.	BE REQUESTED ONLY IF AN OVERPAYMENT WILL OCCUR	TO RE-EXRACT RECORDS FOR EDIT	
	LOAD INBOUND INTERFACES	Post BW NOC Rpt / Confirm Adj Run	OVERPATIMENT WILL OCCUR	ACTIVE BENEFIT CORRECTIONS ARE	Place KPIs Scripts in Folder
	BF & EMP GENERATES CHANGES FILE	HBR's REVIEW EXCEL CHG FILE	Handoff HR to PR (MN 12) 5pm	HANDLED WITH ADD/REPLACE FOLLOWED	SSC RUN BDCH
11	SSC RECEIVES /SPLITS BF /PLACES	MANUAL ENTRY OF CHANGES	14	BY RECALC WITHOUT RE-EXTRACT	16
11	12	Handoff PR to SSC 10am	14	15	BW 25 PAY DAY
		SSC Finalize MN 12			
		Feed to Finance by COB			
	19	20 Handoff PR to SSC 10am	21	22	23
BW26 PAY		Handoff PR to SSC 10am SSC Finalize BW 26 ALL CAMPUSES			
PERIOD		Feed to Finance by COB			
ENDS					
z					
	Load KPIs to ShareFile	Post BW NOC Rpt / Confirm Adj Run	MN 12 PAY DAY End of Quarter		
25	26	27	28	29	30
	Federal Reserve Holiday				BW 26 PAY DAY
	Dept State Treasury - No CB\$				
	SECU Holiday	SECU Holiday			
	Christmas / Winter Break	Christmas / Winter Break	Christmas / Winter Break	Christmas / Winter Break	Christmas / Winter Break
	System Office Holiday	System Office Holiday	System Office Holiday	System Office Closed (Vacation)	System Office Closed (Vacation)