Jan 2023

8/31/23 7:14 PM

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
1 BW01 PAY PERIOD ENDS A	**2** *Federal Reserve Holiday* *SECU Holiday* *Dept State Treasury - No CB$* **New Year's Day System Office Holiday**	**3**	**4** **Handoff PR to SSC 10am** **SSC Finalize BW 01 - UNCP & FSU** **Feed to Finance by COB** **DO NOT RUN PHPSHRS**	**5** **Handoff PR to SSC 10am** **SSC Finalize BW 01 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU** **Feed to Finance by COB** **DO NOT RUN PHPSHRS**	**6** **Complete NC FLEX OE TESTING** **Qtr 4 and W2 Reconciliation Begins! Adjustments not processed prior to Winter Break may require W2c**	**7**
		Post MN NOC Rpt / Confirm Adj Run	**Post BW NOC Rpt / Confirm Adj Run**			
8	**9**	**10** **CAMPUS NOTIFY EMPLOYEES FEDERAL AND/OR STATE EXEMPT STATUS EXPIRES 2/15. PROVIDE DATE TO SUBMIT NEW W4 / NC-4**	**11**	**12**	**13** **BW 01 PAY DAY**	**14**
		Place KPIs Scripts in Folder **LOAD INBOUND INTERFACES**	**EMPYREAN CUTOFF FOR EE ACTIONS ON CHG FILE**	**HBR's APPROVE PENDING BF TASKS For EE ACTIONS**	**BF & EMP GENERATES CHANGES FILE SSC RECEIVES /SPLITS BF /PLACES**	
15 BW02 PAY PERIOD ENDS B	**16** *Federal Reserve Holiday* *Dept State Treasury - No CB$* *SECU Holiday* **Martin Luther King, Jr. System Office Holiday**	**17** **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 FILES MANUAL ENTRY OF CHANGES**	**18** **Handoff PR to SSC 10am** **SSC Finalize BW 02 - UNCP & FSU** **Feed to Finance by COB** **Post BW NOC Rpt / Confirm Adj Run** **CAB Meeting 3pm** **Leave Cycles SB26, SB01, L413, MN12** **Handoff HR to PR (MN 01) 5pm**	**19** **Handoff PR to SSC 10am** **SSC Finalize BW 02 ECSU, NCAT, NCCU, UNCA, UNCSA, WCU, WSSU** **Feed to Finance by COB** **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** **Load KPIs to ShareFile** **SSC RUN BDCH**	**21**
22	**23**	**24** **Handoff PR to SSC 10am** **SSC Finalize MN 01** **Feed to Finance by COB**	**25** **Target Date: ALL W2 files printed**	**26**	**27** **BW 02 PAY DAY** **SSC DETERMINE EFFECTIVE DATE FOR MASS CHANGE FOR EXPIRED EXEMPT TAX STATUS**	**28**
29 BW03 PAY PERIOD ENDS C	**30**	**31** **Handoff PR to SSC 10am** **SSC Finalize BW 03 - UNCP** **Feed to Finance by COB** **MN 01 PAY DAY** **Post BW NOC Rpt / Confirm Adj Run**				

Feb 2023

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
			1 Handoff PR to SSC 10am / SSC Finalize BW 03 - FSU / Feed to Finance by COB	**2** Handoff PR to SSC 10am / SSC Finalize BW 03 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU / Feed to Finance by COB / *Post MN NOC Rpt / Confirm Adj Run*	**3**	**4**
5	**6** 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	**7** CAMPUS PROCESS MASS UPDATE FOR EXPIRED EXEMPT TAX FORMS	**8**	**9** EMPYREAN CUTOFF FOR EE ACTIONS ON CHG FILE	**10** BW 03 PAY DAY / Ensure Leave Roll processed in PROD prior to handoff / LOAD INBOUND INTERFACES / Place KPIs Scripts in Folder / HBR's APPROVE PENDING BF TASKS For EE ACTIONS	**11**
12 BW04 PAY PERIOD ENDS D	**13** BF & EMP GENERATES CHANGES FILE SSC RECEIVES /SPLITS BF /PLACES	**14** Handoff PR to SSC 10am / SSC Finalize BW 04 - UNCP / Feed to Finance by COB / Post BW NOC Rpt / Confirm Adj Run / 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	**15** Handoff PR to SSC 10am / SSC Finalize BW 04 - FSU / Feed to Finance by COB / **CAB Meeting 3pm** / Leave Cycles SB02, SB03, SB04, L401, L402, MN01 / **Handoff HR to PR (MN 02) 5pm**	**16** Handoff PR to SSC 10am / SSC Finalize BW 04 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU / Feed to Finance by COB / **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** SSC RUN BDCH	**18**
19	**20** *Federal Reserve Holiday Dept State Treasury - No CB$ Presidents Day* / Load KPIs to ShareFile	**21** Handoff PR to SSC 10am / SSC Finalize MN 02 / Feed to Finance by COB	**22**	**23**	**24** BW 04 PAY DAY	**25**
26 BW05 PAY PERIOD ENDS E	**27**	**28** Handoff PR to SSC 10am / SSC Finalize BW 05 - UNCP / Feed to Finance by COB / **MN 02 PAY DAY** / Post BW NOC Rpt / Confirm Adj Run				

FEB

Mar 2023

8/31/23 7:14 PM

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
26-Feb	27-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.**	28-Feb	1 **Handoff PR to SSC 10am** **SSC Finalize BW 05 - FSU** **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*	2 **Handoff PR to SSC 10am** **SSC Finalize BW 05 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU** **Feed to Finance by COB** **Post MN NOC Rpt / Confirm Adj Run**	3	4
5	6 **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**	7	8	9	10 **BW 05 PAY DAY** **LOAD INBOUND INTERFACES** **Place KPIs Scripts in Folder**	11
12 **BW06 PAY PERIOD ENDS F**	13	14 **Handoff PR to SSC 10am** **SSC Finalize BW 06 - UNCP** **Feed to Finance by COB** **Post BW NOC Rpt / Confirm Adj Run** **EMPYREAN CUTOFF FOR EE ACTIONS ON CHG FILE**	15 **Handoff PR to SSC 10am** **SSC Finalize BW 06 - FSU** **Feed to Finance by COB** **CAB Meeting 3pm** **HBR's APPROVE PENDING BF TASKS For EE ACTIONS**	16 **Handoff PR to SSC 10am** **SSC Finalize BW 06 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU** **Feed to Finance by COB** **BF & EMP GENERATES CHANGES FILE SSC RECEIVES /SPLITS BF /PLACES**	17 **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	20 **Load KPIs to ShareFile** **Leave Cycles SB05, SB06, L403, MN02** **Handoff HR to PR (MN 03) 5pm**	21 **PR Begin MN 03 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**	22 **SSC RUN BDCH**	23	24 **BW 06 PAY DAY** **Handoff PR to SSC 10am** **SSC Finalize MN 03** **Feed to Finance by COB**	25
26 **BW07 PAY PERIOD ENDS G**	27 **Campus Payroll validates the SUMMER semester dates are setup on PTRSCRD to ensure desired results from PHPSHRS**	28 **Handoff PR to SSC 10am** **SSC Finalize BW 07 - UNCP** **Feed to Finance by COB** **Post BW NOC Rpt / Confirm Adj Run**	29 **Handoff PR to SSC 10am** **SSC Finalize BW 07 - FSU** **Feed to Finance by COB**	30 **Handoff PR to SSC 10am** **SSC Finalize BW 07 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU** **Feed to Finance by COB**	31 **MN 03 PAY DAY** **End of Quarter**	1-Apr

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SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
2	**3**	**4** *Post MN NOC Rpt / Confirm Adj Run*	**5** **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**	**6** BW 07 PAY DAY	**7** *SECU Holiday* *Dept State Treasury - No CB$* **Good Friday / Spring Holiday** **SSC Holiday**	**8**
9 BW08 PAY PERIOD ENDS H	**10** LOAD INBOUND INTERFACES Place KPIs Scripts in Folder	**11** Handoff PR to SSC 10am SSC Finalize BW 08 - UNCP Feed to Finance by COB *Post BW NOC Rpt / Confirm Adj Run* EMPYREAN CUTOFF FOR EE ACTIONS ON CHG FILE	**12** Handoff PR to SSC 10am SSC Finalize BW 08 - FSU Feed to Finance by COB HBR's APPROVE PENDING BF TASKS For EE ACTIONS	**13** Handoff PR to SSC 10am SSC Finalize BW 08 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB BF & EMP GENERATES CHANGES FILE SSC RECEIVES /SPLITS BF /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 LOAD BF & EMP CSV CHANGES FILE	**15**
16	**17** Leave Cycles SB07, SB08, L404, MN03 **Handoff HR to PR (MN 04) 5pm**	**18** **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	**19** CAB Meeting 3pm SSC RUN BDCH	**20** Load KPIs to ShareFile	**21** BW 08 PAY DAY Handoff PR to SSC 10am SSC Finalize MN 04 Feed to Finance by COB	**22**
23 BW09 PAY PERIOD ENDS I	**24**	**25** Handoff PR to SSC 10am SSC Finalize BW 09 - UNCP Feed to Finance by COB *Post BW NOC Rpt / Confirm Adj Run*	**26** Handoff PR to SSC 10am SSC Finalize BW 09 - FSU Feed to Finance by COB	**27** Handoff PR to SSC 10am SSC Finalize BW 09 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	**28** MN 04 PAY DAY	**29**
30-Apr						

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
30-Apr	**1**	**2**	**3**	**4** Reconcile HDHP ER Expenses Add Corrections to MN05 or process adjustment **before MN05** Reconcile FSA YTD Against P&A Group YTD **before MN05** Make necessary updates	**5** BW 09 PAY DAY	**6**
		Post MN NOC Rpt / Confirm Adj Run				
7 BW10 PAY PERIOD ENDS J	**8**	**9** Handoff PR to SSC 10am SSC Finalize BW 10 - UNCP Feed to Finance by COB	**10** Handoff PR to SSC 10am SSC Finalize BW 10 - FSU Feed to Finance by COB **LOAD INBOUND INTERFACES**	**11** Handoff PR to SSC 10am SSC Finalize BW 10 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB EMPYREAN CUTOFF FOR EE ACTIONS ON CHG FILE	**12** HBR's APPROVE PENDING BF TASKS For EE ACTIONS	**13**
		Post BW NOC Rpt / Confirm Adj Run	Place KPIs Scripts in Folder			
14	**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** CAB Meeting 3pm Leave Cycles SB09, SB10, L405, MN04	**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** BW 10 PAY DAY Load KPIs to ShareFile	**20**
	BF & EMP GENERATES CHANGES FILE SSC RECEIVES /SPLITS BF /PLACES	HBR's REVIEW EXCEL CHG FILE LOAD BF & EMP CSV CHANGES FILE	Handoff HR to PR (MN 05) 5pm		SSC RUN BDCH	
21 BW11 PAY PERIOD ENDS K	**22**	**23** Handoff PR to SSC 10am SSC Finalize BW 11 - UNCP Feed to Finance by COB Handoff PR to SSC 10am SSC Finalize MN 05 Feed to Finance by COB	**24** Handoff PR to SSC 10am SSC Finalize BW 11 - FSU 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**	**27**
		Post BW NOC Rpt / Confirm Adj Run				
28	**29** *Federal Reserve Holiday SECU Holiday Dept State Treasury - No CB$* **Memorial Day System Office Holiday**	**30**	**31** **MN 05 PAY DAY**			

JUN 2023

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.	**2** BW 11 PAY DAY Post MN NOC Rpt / Confirm Adj Run	**3**
4 BW12 PAY PERIOD ENDS L	**5** 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	**6** Handoff PR to SSC 10am SSC Finalize BW 12 - UNCP Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run	**7** Handoff PR to SSC 10am SSC Finalize BW 12 - FSU Feed to Finance by COB	**8** Handoff PR to SSC 10am SSC Finalize BW 12 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	**9** LOAD INBOUND INTERFACES	**10**
11	**12** Place KPIs Scripts in Folder EMPYREAN CUTOFF FOR EE ACTIONS ON CHG FILE	**13** HBR's APPROVE PENDING BF TASKS For EE ACTIONS	**14** BF & EMP GENERATES CHANGES FILE SSC RECEIVES /SPLITS BF /PLACES	**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. HBR's REVIEW EXCEL CHG FILE LOAD BF & EMP CSV CHANGES FILE	**16** BW 12 PAY DAY Leave Cycles SB11, SB12, L406, MN05 **Handoff HR to PR (MN 06) 5pm**	**17**
18 BW13 PAY PERIOD ENDS M	**19** *Federal Reserve Holiday* *Dept State Treasury - No CB$* *Juneteenthh Nat'l Indep Day*	**20** 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 Load KPIs to ShareFile	**21** Handoff PR to SSC 10am SSC Finalize BW 13 - UNCP & FSU Feed to Finance by COB CAB Meeting 3pm SSC RUN BDCH Post BW NOC Rpt / Confirm Adj Run	**22** Handoff PR to SSC 10am SSC Finalize BW 13 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	**23** Handoff PR to SSC 10am SSC Finalize MN 06 Feed to Finance by COB	**24**
25	**26** Campus Payroll validates the **FALL** semester dates are setup on PTRSCRD to ensure desired results from PHPSHRS	**27**	**28**	**29**	**30** BW 13 PAY DAY COMPLETE FISCAL YEAR END JOB ROLL AFTER BW13 FEED TO FINANCE MN06 FEED TO FINANCE MN 06 PAY DAY End of Quarter	**1-Jul**

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SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
2 BW14 PAY PERIOD ENDS N	**3** 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	**4** *Federal Reserve Holiday SECU Holiday Dept State Treasury - No CB$* *Independence Day System Office Holiday*	**5** Handoff PR to SSC 10am SSC Finalize BW 14 - UNCP & FSU Feed to Finance by COB **Campuses to confirm** Post MN NOC Rpt / Confirm Adj Run Post BW NOC Rpt / Confirm Adj Run	**6** Handoff PR to SSC 10am SSC Finalize BW 14 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	**7**	**8**
9	**10** LOAD INBOUND INTERFACES Place KPIs Scripts in Folder	**11**	**12** EMPYREAN CUTOFF FOR EE ACTIONS ON CHG FILE	**13** HBR's APPROVE PENDING BF TASKS For EE ACTIONS	**14** BW 14 PAY DAY BF & EMP GENERATES CHANGES FILE SSC RECEIVES /SPLITS BF /PLACES	**15**
16 BW15 PAY PERIOD ENDS O	**17** 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** Handoff PR to SSC 10am SSC Finalize BW 15 - UNCP Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run Leave Cycles SB13, SB14, L407, MN06 Handoff HR to PR (MN 07) 5pm	**19** SSC Finalize BW 15 - FSU **CAB Meeting 3pm** 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	**20** Handoff PR to SSC 10am SSC Finalize BW 15 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB Load KPIs to ShareFile SSC RUN BDCH	**21**	**22**
23	**24** Handoff PR to SSC 10am SSC Finalize MN 07 Feed to Finance by COB	**25**	**26**	**27**	**28** BW 15 PAY DAY	**29**
30 BW16 PAY PERIOD ENDS P	**31** MN 07 PAY DAY					

Aug

2023

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SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
		1 Handoff PR to SSC 10am / SSC Finalize BW 16- UNCP / Feed to Finance by COB — Post BW NOC Rpt / Confirm Adj Run	**2** Handoff PR to SSC 10am / SSC Finalize BW 16 - FSU / Feed to Finance by COB — Post MN NOC Rpt / Confirm Adj Run	**3** Handoff PR to SSC 10am / SSC Finalize BW 16 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU / Feed to Finance by COB	**4** 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	**5**
6	**7**	**8**	**9**	**10** LOAD INBOUND INTERFACES — Place KPIs Scripts in Folder	**11** BW 16 PAY DAY	**12**
13 BW17 PAY PERIOD ENDS Q	**14** EMPYREAN CUTOFF FOR EE ACTIONS ON CHG FILE	**15** Handoff PR to SSC 10am / SSC Finalize BW 17- UNCP / Feed to Finance by COB — Post BW NOC Rpt / Confirm Adj Run — HBR's APPROVE PENDING BF TASKS For EE ACTIONS	**16** Handoff PR to SSC 10am / SSC Finalize BW 17 - FSU / Feed to Finance by COB — CAB Meeting 3pm — BF & EMP GENERATES CHANGES FILE SSC RECEIVES /SPLITS BF /PLACES	**17** Handoff PR to SSC 10am / SSC Finalize BW 17 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU / Feed to Finance by COB — Leave Cycles SB15, SB16, SB17, L408, MN07 — HBR's REVIEW EXCEL CHG FILE LOAD BF & EMP CSV CHANGES FILE	**18** 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. — Handoff HR to PR (MN 08) 5pm	**19**
20	**21** 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 — Load KPIs to ShareFile	**22** SSC RUN BDCH	**23**	**24** Handoff PR to SSC 10am / SSC Finalize MN 08 / Feed to Finance by COB	**25** BW 17 PAY DAY	**26**
27 BW18 PAY PERIOD ENDS R	**28**	**29** Handoff PR to SSC 10am / SSC Finalize BW 18- UNCP / Feed to Finance by COB — Post BW NOC Rpt / Confirm Adj Run	**30** Handoff PR to SSC 10am / SSC Finalize BW 18 - FSU / Feed to Finance by COB	**31** Handoff PR to SSC 10am / SSC Finalize BW 18 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU / Feed to Finance by COB — MN 08 PAY DAY		

Sept 2023

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.	**2**
3	**4** *Federal Reserve Holiday* *SECU Holiday* *Dept State Treasury - No CB$* **Labor Day** **System Office Holiday**	**5** 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	**6**	**7**	**8** BW 18 PAY DAY	**9**
10 BW19 PAY PERIOD ENDS S	**11** **LOAD INBOUND INTERFACES** Place KPIs Scripts in Folder	**12** Handoff PR to SSC 10am SSC Finalize BW 19- UNCP Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run EMPYREAN CUTOFF FOR EE ACTIONS ON CHG FILE	**13** Handoff PR to SSC 10am SSC Finalize BW 19 - FSU Feed to Finance by COB HBR's APPROVE PENDING BF TASKS For EE ACTIONS	**14** 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	**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. HBR's REVIEW EXCEL CHG FILE LOAD BF & EMP CSV CHANGES FILE	**16**
17	**18** Leave Cycles SB18, SB19, L409, MN08 **Handoff HR to PR (MN 09) 5pm**	**19** PR Begin MN 09 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 SSC RUN BDCH	**21**	**22** BW 19 PAY DAY Handoff PR to SSC 10am SSC Finalize MN 09 Feed to Finance by COB	**23**
24 BW20 PAY PERIOD ENDS T	**25** **Campus Payroll validates the FALL semester dates are setup on PTRSCRD to ensure desired results from PHPSHRS**	**26** Handoff PR to SSC 10am SSC Finalize BW 20- UNCP Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run	**27** Handoff PR to SSC 10am SSC Finalize BW 20 - FSU Feed to Finance by COB	**28** Handoff PR to SSC 10am SSC Finalize BW 20 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	**29** MN 09 PAY DAY End of Quarter	**30**

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
1	**2** OVERPAYMENTS THAT HAVE BEEN RECOVERED SHOULD BE PROCESSED BEFORE MN11 TO RECEIVE CREDIT FOR TSERS ER CONTRIBUTIONS	**3** 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	**4**	**5** 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	**6** BW 20 PAY DAY	**7**
8 BW21 PAY PERIOD ENDS U	**9** *Federal Reserve Holiday Dept State Treasury - No CB$* Columbus Day LOAD INBOUND INTERFACES Place KPIs Scripts in Folder	**10**	**11** Handoff PR to SSC 10am SSC Finalize BW 21 - UNCP & FSU Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run	**12** Handoff PR to SSC 10am SSC Finalize BW 21 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB EMPYREAN CUTOFF FOR EE ACTIONS ON CHG FILE	**13** HBR's APPROVE PENDING BF TASKS For EE ACTIONS	**14**
15	**16** BF & EMP GENERATES CHANGES FILE SSC RECEIVES /SPLITS BF /PLACES	**17** 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** CAB Meeting 3pm Leave Cycles SB20, SB21, L410, MN09 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** BW 21 PAY DAY Load KPIs to ShareFile SSC RUN BDCH	**21**
22 BW22 PAY PERIOD ENDS V	**23**	**24** Handoff PR to SSC 10am SSC Finalize BW 22- UNCP Feed to Finance by COB Handoff PR to SSC 10am SSC Finalize MN 10 Feed to Finance by COB Post BW NOC Rpt / Confirm Adj Run	**25** Handoff PR to SSC 10am SSC Finalize BW 22 - FSU Feed to Finance by COB	**26** Handoff PR to SSC 10am SSC Finalize BW 22 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	**27**	**28**
29	**30**	**31** MN 10 PAY DAY				

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SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
			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** BW 22 PAY DAY 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**
5 BW23 PAY PERIOD ENDS W	**6** LOAD INBOUND INTERFACES EMPYREAN CUTOFF FOR EE ACTIONS ON CHG FILE	**7** 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 BF TASKS For EE ACTIONS	**8** Handoff PR to SSC 10am SSC Finalize BW 23 - FSU Feed to Finance by COB BF & EMP GENERATES CHANGES FILE SSC RECEIVES /SPLITS BF /PLACES	**9** Handoff PR to SSC 10am SSC Finalize BW 23 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB Leave Cycles SB22, SB23, L411, MN10 HBR's REVIEW EXCEL CHG FILE LOAD BF & EMP CSV CHANGES FILE	**10** *Federal Reserve Holiday SECU Holiday Dept State Treasury - No CB$* *Veterans Day* System Office Holiday	**11**
12	**13** ALL UPDATES TO EMPLOYEE JOB RECORD MUST BE ENTERED BEFORE HANDOFF FROM HR TO PR. OVERTIME IS CALCULATED BEFORE THE MASS TIME ENTRY MOVES RECORDS TO PHAHOUR. Place KPIs Scripts in Folder Handoff HR to PR (MN 11) 5pm	**14** PR Begin MN 11 Edits 8am CAMPUS PAYROLL HAS THE DISCRETION TO ACCEPT ANY REQUEST TO RE-EXRACT RECORDS FOR EDIT ACTIVE BENEFIT CORRECTIONS ARE HANDLED WITH ADD/REPLACE FOLLOWED BY RECALC WITHOUT RE-EXTRACT	**15** CAB Meeting 3pm SSC RUN BDCH	**16**	**17** BW 23 PAY DAY Handoff PR to SSC 10am SSC Finalize MN 11 Feed to Finance by COB	**18**
19 BW24 PAY PERIOD ENDS X	**20** Load KPIs to ShareFile	**21** Handoff PR to SSC 10am SSC Finalize BW 24 - UNCP, FSU Feed to Finance by COB Campuses to confirm Post BW NOC Rpt / Confirm Adj Run	**22** ECSU, NCAT, NCCU, UNCA, UNCSA, WCU, WSSU HANDOFF AFTER HOLIDAY	**23** *Federal Reserve Holiday SECU Holiday Dept State Treasury - No CB$* *Thanksgiving* System Office Holiday	**24** *SECU Holiday Dept State Treasury - No CB$* *Thanksgiving* System Office Holiday	**25**
26	**27** Handoff PR to SSC 10am SSC Finalize BW 24 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU Feed to Finance by COB	**28**	**29**	**30** MN 11 PAY DAY		

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SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
					1 BW 24 PAY DAY	**2**
3 BW25 PAY PERIOD ENDS Y	**4** LOAD INBOUND INTERFACES / Post MN NOC Rpt / Confirm Adj Run / EMPYREAN CUTOFF FOR EE ACTIONS ON CHG FILE	**5** Handoff PR to SSC 10am / SSC Finalize BW 25- UNCP / Feed to Finance by COB / Post BW NOC Rpt / Confirm Adj Run / HBR's APPROVE PENDING BF TASKS For EE ACTIONS	**6** Handoff PR to SSC 10am / SSC Finalize BW 25 - FSU / Feed to Finance by COB / BF & EMP GENERATES CHANGES FILE SSC RECEIVES /SPLITS BF /PLACES	**7** Handoff PR to SSC 10am / SSC Finalize BW 25 - ECSU, NCAT NCCU, UNCA, UNCSA, WCU, WSSU / Feed to Finance by COB / Leave Cycles SB24, SB25, L412, MN11 / HBR's REVIEW EXCEL CHG FILES MANUAL ENTRY OF CHANGES	**8** 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. / Handoff HR to PR (MN 12) 5pm	**9**
10	**11** 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 / Place KPIs Scripts in Folder	**12** SSC RUN BDCH	**13**	**14** Handoff PR to SSC 10am / SSC Finalize MN 12 / Feed to Finance by COB	**15** BW 25 PAY DAY	**16**
17 BW26 PAY PERIOD ENDS Z	**18**	**19** Handoff PR to SSC 10am / SSC Finalize BW 26 ALL CAMPUSES / Feed to Finance by COB / Post BW NOC Rpt / Confirm Adj Run	**20** Load KPIs to ShareFile	**21** MN 12 PAY DAY / End of Quarter	**22**	**23**
24	**25** OSHR Holiday / SECU Holiday / Dept State Treasury - No CB$ / Christmas / Winter Break / System Office Holiday	**26** OSHR Holiday / SECU Holiday / Christmas / Winter Break / System Office Holiday	**27** OSHR Holiday / Christmas / Winter Break / System Office Holiday	**28** Christmas / Winter Break / System Office Closed (Vacation)	**29** BW 26 PAY DAY / Christmas / Winter Break / System Office Closed (Vacation)	**30**