



Northeastern University

Human Resources Management

HR/Payroll Processing Schedule 2012 - 2013 Fiscal Year

Semi Monthly Schedule

| | Pay Date | | Contact Deadline |
|------------------|--------------|----|---------------------|
| | | | 2:00 PM |
| Summer II starts | Jul 13, 2012 | | Jun 18, 2012 |
| | Jul 31, 2012 | | Jul 13, 2012 |
| | Aug 15, 2012 | | Aug 1, 2012 |
| | Aug 31, 2012 | | Aug 16, 2012 |
| | Sep 14, 2012 | | Aug 27, 2012 |
| | Sep 28, 2012 | | Sep 12, 2012 |
| | Oct 15, 2012 | | Oct 1, 2012 |
| | Oct 31, 2012 | | Oct 17, 2012 |
| | Nov 15, 2012 | | Nov 1, 2012 |
| | Nov 30, 2012 | | Nov 15, 2012 |
| | Dec 14, 2012 | | Nov 30, 2012 |
| | Dec 31, 2012 | ** | Dec 11, 2012 |
| Summer I starts | Jan 15, 2013 | | Dec 18, 2012 |
| | Jan 31, 2013 | | Jan 17, 2013 |
| | Feb 15, 2013 | | Feb 1, 2013 |
| | Feb 28, 2013 | | Feb 14, 2013 |
| | Mar 15, 2013 | | Mar 1, 2013 |
| | Mar 29, 2013 | | Mar 15, 2013 |
| | Apr 15, 2013 | | Apr 1, 2013 |
| | Apr 30, 2013 | | Apr 16, 2013 |
| | May 15, 2013 | | Apr 30, 2013 |
| | May 31, 2013 | | May 17, 2013 |
| | Jun 14, 2013 | | May 31, 2013 |
| | Jun 28, 2013 | | Jun 14, 2013 |

Grant funded renewals only deadline -

A - Employees whose funding end date has NOT passed:

1. We will accept complete, approved, renewal paperwork only, up to 5 business days prior to original funding end date without interruption of pay or campus services.
2. If less than 3 days, there may be a loss of some services.

B - Employees whose funding end date HAS passed:

Employees will have to be rehired, with all required paperwork and approvals. Services and pay **will** be interrupted.

****PDC Forms follow the Semi Monthly processing schedule**

**** Dec 31, 2012 is subject to change with notice**

Weekly Schedule

Weekly Office Support, Technical, and Crafts & Trades

HRM transactions due the Wednesday before pay date

- Hire (processed through HRM employment)
- Change pay rate
- Change position number (account funding)
- Termination date

Example: If pay day is Friday, Dec. 21, 2012 paperwork is due to HR/Payroll Service Center by Wednesday, Dec. 12, 2012 at 4:30 PM

Pay transactions due Mondays at 4:30**

- Overtime reports
- Salary reductions

Non-Student Temporary Employees

Hire - due one day before employee starts work

Other HRM transactions due the Friday before pay date

- Change pay rate
- Change position number (account funding)
- Termination date

Pay transactions due Mondays at 4:30**

- Timesheet summaries

****If Monday is a holiday, pay transactions (time exception reports and time sheet summaries) are due the Friday before the holiday**