



## HR/Payroll Processing Schedule 2013 - 2014 Fiscal Year

### Semi Monthly Schedule

	Pay Date	Contact Deadline 2:00 PM
Summer II starts	Jul 15, 2013	Jun 17, 2013
	Jul 31, 2013	Jul 12, 2013
	Aug 15, 2013	Aug 1, 2013
	Aug 30, 2013	Aug 15, 2013
	Sep 13, 2013	Aug 26, 2013
	Sep 30, 2013	Sep 11, 2013
	Oct 15, 2013	Oct 1, 2013
	Oct 31, 2013	Oct 16, 2013
	Nov 15, 2013	Nov 1, 2013
	Nov 29, 2013	Nov 14, 2013
Summer I starts	Dec 13, 2013	Nov 29, 2013
	Dec 31, 2013	** Dec 10, 2013
	Jan 15, 2014	Dec 17, 2013
	Jan 31, 2014	Jan 16, 2014
	Feb 14, 2014	Jan 31, 2014
	Feb 28, 2014	Feb 13, 2014
	Mar 14, 2014	Feb 28, 2014
	Mar 31, 2014	Mar 14, 2014
	Apr 15, 2014	Apr 1, 2014
	Apr 30, 2014	Apr 15, 2014
Summer I starts	May 15, 2014	Apr 30, 2014
	May 30, 2014	May 16, 2014
	Jun 13, 2014	May 30, 2014
	Jun 30, 2014	Jun 13, 2014

### 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, 2013 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. 20, 2013 paperwork is due to HR/Payroll Service Center by Wednesday, Dec. 11, 2013 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**