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
	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
Summer I starts	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