



HR/Payroll Processing Schedule 2014 - 2015 Fiscal Year

Semi Monthly Schedule

	Pay Date	Contact Deadline 2:00 PM
Summer II starts	Jul 15, 2014	Jun 17, 2014
	Jul 31, 2014	Jul 11, 2014
Fall Semester	Aug 15, 2014	Aug 1, 2014
	Aug 29, 2014	Aug 14, 2014
	Sep 15, 2014	Aug 26, 2014
	Sep 30, 2014	Sep 15, 2014
	Oct 15, 2014	Oct 1, 2014
	Oct 31, 2014	Oct 16, 2014
	Nov 14, 2014	Oct 31, 2014
	Nov 28, 2014	Nov 13, 2014
Spring Semester	Dec 15, 2014	Dec 1, 2014
	Dec 31, 2014	** Dec 10, 2014
	Jan 15, 2015	Dec 17, 2014
	Jan 30, 2015	Jan 15, 2015
	Feb 13, 2015	Jan 30, 2015
	Feb 27, 2015	Feb 12, 2015
	Mar 13, 2015	Feb 27, 2015
	Mar 31, 2015	Mar 13, 2015
Summer I starts	Apr 15, 2015	Apr 1, 2015
	Apr 30, 2015	Apr 15, 2015
	May 15, 2015	Apr 30, 2015
	May 29, 2015	May 15, 2015
	Jun 15, 2015	May 29, 2015
	Jun 30, 2015	Jun 15, 2015

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, 2014 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**