



NCCU END-MONTH PAYROLL CALENDAR

2015

NCCU Payroll No.	Month	Payroll Start Date	Payroll End Date	HIRING GUIDELINE DEADLINE to HR by 5:00 P.M.	EMPLOYEE PRIOR MONTH Leave Report DUE to Manager By 11:00 P.M.	MANAGER APPROVAL OF PRIOR MONTH Leave Report Due to HR By 11:00 P.M.	Pay Day
MN 01	January	12-01-14	12-31-14	12-11-2014	01-05-15	01-06-15	01-30-15
MN 02	February	01-01-15	01-31-15	01-13-2015	02-04-15	02-05-15	02-27-15
MN 03	March	02-01-15	02-28-15	02-11-2015	03-04-15	03-05-15	03-31-15
MN 04	April	03-01-15	03-31-15	03-11-2015	04-06-15	04-07-15	04-30-15
MN 05	May	04-01-15	04-30-15	04-13-2015	05-05-15	05-06-15	05-29-15
MN 06	June	05-01-15	05-31-15	05-13-2015	06-03-15	06-04-15	06-30-15
MN 07	July	06-01-15	06-30-15	06-11-2015	07-06-15	07-07-15	07-31-15
MN 08	August	07-01-15	07-31-15	07-13-2015	08-05-15	08-06-15	08-31-15
MN 09	September	08-01-15	08-31-15	08-12-2015	09-04-15	09-08-15	09-30-15
MN 10	October	09-01-15	09-30-15	09-11-2015	10-05-15	10-06-15	10-30-15
MN 11	November	10-01-15	10-31-15	10-13-2015	11-02-15	11-03-15	11-30-15
MN 12	December	11-01-15	11-30-15	11-12-2015	12-01-15	12-02-15	12-22-15

****** To ensure scheduled payroll processing for onboarding employees in accordance with University "Pay Dates", all hiring actions are due to the Human Resources Department by the Hiring Guideline Deadline and time. The deadlines were aligned and established with new hiring guidelines that were effective November 2014. **All documentation submitted to HR must have the appropriate approvals i.e., Department Chairs, Deans, Vice Chancellors, Provost, Budget and-or Contracts and Grants that are necessary for processing.**