

NCCU END-MONTH PAYROLL SCHEDULE



2016

PAYROLL #	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.)	CHECK DATE
MN 01	January	01-01-16	01-31-16	01-15-16	02-02-16	02-03-16	01-29-16
MN 02	February	02-01-16	02-29-16	02-15-16	03-02-16	03-03-16	02-29-16
MN 03	March	03-01-16	03-31-16	03-15-16	04-04-16	04-05-16	03-31-16
MN 04	April	04-01-16	04-30-16	04-15-16	05-03-16	05-04-16	04-29-16
MN 05	May	05-01-16	05-31-16	05-15-16	06-02-16	06-03-16	05-31-16
MN 06	June	06-01-16	06-30-16	06-15-16	07-05-16	07-06-16	06-30-16
MN 07	July	07-01-16	07-31-16	07-15-16	08-02-16	08-03-16	07-29-16
MN 08	August	08-01-16	08-31-16	08-15-16	09-02-16	09-06-16	08-31-16
MN 09	September	09-01-16	09-30-16	09-15-16	10-04-16	10-05-16	09-30-16
MN 10	October	10-01-16	10-31-16	10-15-16	11-02-16	11-03-16	10-31-16
MN 11	November	11-01-16	11-30-16	11-15-16	12-01-16	12-02-16	11-30-16
MN 12	December	12-01-16	12-31-16	12-15-16	01-3-17	01-04-17	12-23-16

**** 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 15th of each month, the Hiring Guideline Deadline. 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 hiring packages.**