

MONTHLY PAYROLL SCHEDULE 2008-2009

Month	Payroll ID	LOCK OUT @ 5pm EPA, SPA, & Supplemental Pay Actions must be entered into HR system	Overdrawn Leave Letters Due to Payroll Distribution Changes Completed by 5:00pm Compensating Control Reports Run at 5:00pm	Authorization and Supplemental Pay Detail Report Approval Due by 5:00pm	Payroll Is Confirmed ##	Pay Day	Manual Check Cutoff 5:00pm **	Manual Check Payday	Holidays / Comments
July	20091R01	Fri Jul 11	Wed Jul 16	Mon Jul 21	Tues Jul 22	Thur Jul 31	Aug 6	Aug 15	Independence Day Fri Jul 4
Aug	20091R02	Tues Aug 12	Thur Aug 14	Tues Aug 19	Wed Aug 20	Fri Aug 29	Sep 8	Sep 15	
Sep	20091R03	Thur Sep 11	Mon Sep 15	Thur Sep 18	Fri Sep 19	Tues Sep 30	Oct 6	Oct 15	Labor Day Mon Sep 1
Oct	20091R04	Tues Oct 14	Thur Oct 16	Tues Oct 21	Wed Oct 22	Fri Oct 31	Nov 6	Nov 14	
Nov	20091R05	Fri Nov 7	Tues Nov 11	Fri Nov 14	Mon Nov 17	Wed Nov 26	N/A	Pay on 1R06	Thanksgiving Nov 27 - 28
Dec	20091R06	Wed Dec 3	Fri Dec 5	Wed Dec 10	Thur Dec 11	Mon Dec 22	Jan 7	Jan 15	Winter Break Dec 24 - Dec 31
Jan	20091R07	Mon Jan 12	Wed Jan 14	Tues Jan 20	Wed Jan 21	Fri Jan 30	Feb 6	Feb 13	New Years Mon Jan 1 MLKing, Jr Day Mon Jan 19
Feb	20091R08	Tues Feb 10	Thur Feb 12	Tues Feb 17	Wed Feb 18	Fri Feb 27	Mar 6	Mar 13	
Mar	20091R09	Thur Mar 12	Mon Mar 16	Thur Mar 19	Fri Mar 20	Tues Mar 31	Apr 6	Apr 15	
Apr	20091R10	Mon Apr 13	Wed Apr 15	Mon Apr 20	Tues Apr 21	Thurs Apr 30	May 6	May 15	
May	20091R11	Mon May 11	Wed May 13	Mon May 18	Tues May 19	Fri May 29	Jun 5	Jun 15	Memorial Day Mon May 25
June	20091R12	Thur Jun 11	Mon Jun 15	Thur Jun 18	Fri Jun 19	Tues Jun 30	Jul 7	Jul 15	

On the day following this day, employees may view their paycheck information via Employee Self Service

** By this date, a Manual Check Request form must be submitted to the appropriate Personnel Office & received by Payroll. All related backup must be completed & approved.

Deadlines presumed to be 5 PM unless otherwise noted

This calendar is also located on our payroll website: <http://www.fis.ncsu.edu/hr/payroll/payschedules/monthly.pdf>