EXPLANATION OF PAY SCHEDULE
FY 07-08

Column A – "Pay Period Number" - The University payroll is scheduled using a simple numbering of each pay period. There are 24 pay periods in each Fiscal Year.

Column B and C – "Pay Period Begin Date" and "Pay Period End Date" - This is the day of the week that work hours start and end for accumulation of hours and determining any overtime owed.

Column D – "Time Sheets Due in to Payroll Office"- All time sheets must be in to this office in Crawford Zimmerman by close of business on that specific day. If that day falls on a holiday or a weekend, the deadline moves "back" to the last business day before the deadline.

Column E – "Principal Investigator Deadline to Grants and Contract Office" – This is new column. With the implementation of Banner, the University has a sub system that accounts for all grants. All "Index" codes that are six (6) digits must be processed through the grants office. This is required to ensure compliance with the terms of the grant.

Column F – "Budget Office Deadline"- This is for verification of Index codes and availability of funds. Budget amendments would have to be processed to ensure proper funding if required for the pay action being processed.

Column G – "Human Resources Office" – This deadline is critical. NO PERSON CAN BEGIN WORK PRIOR TO CLEARING THE HUMAN RESOURCE OFFICE. ONLY THEY CAN GIVE THE CLEARANCE TO BEGIN. NO EXCEPTION. To meet this deadline, one must allow for all of the previous office paperwork processing to have been completed before the paperwork reaches HR. They will return the document to the originator if all of the processes have not been completed.

Column H and I – "Hourly and Salary Payroll Run" – Banner requires that these payrolls be run separately. This is the "point of no return". Once this process begins, no original data can be entered that is to affect the DIRECT DEPOSIT. Only edits to data already in the system can be made.

Column J – FINAL PAYROLL RUN FOR VERIFICATION.

Column K – "Transmit to Bank" – The payroll deposit tape is transmitted to the Federal Reserve for distribution to the various banks and employee accounts.

Column L – "Pay Date" - The day the funds will be available in your account. Normally, the funds are available one minute after midnight on pay day.

	2008 Fiscal Year Payroll Pay Period Schedule						PAYROLL RUNS			Direct Deposit	
Pay Period Number	Pay Period Begin Date	Pay Period End Date	Time Sheets Due in Payroll Office	Principal Investigator Deadline to Grants and Contract	Budget Office (Verfies Ogn and Funding Source)	Human Resources (Job Assignment Entered)	Hourly Payroll Run	Salary Payroll Run	FINAL PAYROLL Vericication	Transmit to Bank	PAYDATE D-DAY
Col A	Col B	Col C	Col D	Col E	Col F	Col G	Col H	Col I	Col J	Col K	Col L
1	06/16	06/30	06/20	06/27	06/29	07/02	07/05	07/06	07/08	07/09	07/13
2	07/01	07/15	07/18	07/15	07/17	07/20	07/23	07/24	07/25	07/27	07/31
3	07/16	07/31	08/02	07/30	08/01	08/04	08/07	08/08	08/09	08/11	08/15
4	08/01	08/15	08/17	08/15	08/17	08/20	08/23	08/24	08/25	08/27	08/31
5	08/16	08/31	09/01	08/29	08/31	09/03	09/06	09/07	09/10	09/10	09/14
6	09/01	09/15	09/19	09/12	09/14	09/17	09/20	09/21	09/24	09/24	09/28
7	09/16	09/30	10/02	09/29	10/01	10/04	10/07	10/08	10/10	10/11	10/15
8	10/01	10/15	10/17	10/15	10/17	10/20	10/23	10/24	10/25	10/27	10/31
9	10/16	10/31	11/02	10/30	11/01	11/04	11/07	11/08	11/09	11/11	11/15
10	11/01	11/15	11/16	11/14	11/16	11/19	11/22	11/23	11/20	11/26	11/30
11	11/16	11/30	12/04	11/28	11/30	12/03	12/06	12/07	12/10	12/10	12/14
12	12/01	12/15	12/13	12/05	12/07	12/10	12/13	12/14	12/14	12/17	12/21
13	12/16	12/31	01/03	12/30	01/01	01/04	01/07	01/08	01/12	01/11	01/15
14	01/01	01/15	01/18	01/15	01/17	01/20	01/23	01/24	01/25	01/27	01/31
15	01/16	01/31	02/02	01/30	02/01	02/04	02/07	02/08	02/09	02/11	02/15
16	02/01	02/15	02/19	02/13	02/15	02/18	02/21	02/22	02/23	02/25	02/29
17	02/16	02/28	03/02	02/27	02/29	03/03	03/06	03/07	03/08	03/10	03/14
18	03/01	03/15	03/19	03/15	03/17	03/20	03/23	03/24	03/27	03/27	03/31
19	03/16	03/31	04/04	03/30	04/01	04/04	04/07	04/08	04/11	04/11	04/15
20	04/01	04/15	04/18	04/14	04/16	04/19	04/22	04/23	04/24	04/26	04/30
21	04/16	04/30	05/02	04/29	05/01	05/04	05/07	05/08	05/09	05/11	05/15
22	05/01	05/15	05/17	05/14	05/16	05/19	05/22	05/23	05/24	05/26	05/30
23	05/16	05/31	06/04	05/28	05/30	06/02	06/05	06/06	06/07	06/09	06/13
24	06/01	06/15	06/18	06/14	06/16	06/19	06/22	06/23	06/26	06/26	06/30

PAY DOCUMENT PROCESSING

General Guidelines for Processing Pay Documents:

a. **No Person begins work prior to clearance from HR (Human Resources). This includes "all" persons, students, temporaries and faculty. Plan ahead to be sure that you meet the schedule. It is against "State Law" for someone to work without proper authorization. This protects the University and the potential employee.**
b. **Pay actions are defined as:**
    1. **Salary or pay rate change up or down**
    2. **Change in organization index code**
    3. **Release time split of salary or wages among funding sources**
    4. **Transfer from on position to another**
    5. **Terminations, leave w/o pay etc.**
c. **This schedule covers all pay documents, i.e.**
    1. **Personnel Action Form (P4)**
    2. **Dual Employ (P12)**
    3. **Temporary Employment (P13)**
    4. **Student Employment (P13S)**
    5. **Temporary Grant Employee Form (P14)**
d. **Most delays or failure to pay comes from the lack of paperwork being processed in a timely fashion (see a above) errors, omissions and "NSF" non sufficient funds for the designated index. *If the pay action is to happen on the 30th check the paperwork authorizing the change must clear the Gants Office, if required, the Budget Office and the Human Resource Office as specified on this schedule.***
e. **Any date annotated on this schedule is understood to be adjusted to the preceding workday if the specified day falls on a holiday or a weekend. Each office on this schedule is hereby instructed to "date stamp" all documents and clear the inbox of all documents prior to leaving the office on each day. Documents deemed "Late" will be stamped as so and processed for the next upcoming pay period. With this in mind, if the document involves an anticipated "start day", this could mean a two week delay in the employee's initial hire date. *Human Resources is the only office that can clear an individual to begin work. Plan accordingly, you as the supervisor could be held liable for working a person without being cleared by Human Resources.***
f. **The Financial Manager/Principal Investigator or Department Head is ultimately responsible for the availability of funds for his/her Index code. The encumbrance feed for the payroll will be calculated and feed to the Index code based on the pay periods, the hours and the pay rate annotated on the pay action documents.**
g. **PAY ADVANCES. No pay advances will be processed for any document that is late. Only administrative errors will be considered as cause for the possibility of an advance.**