

PAYROLL TIME SCHEDULE FOR ON-LINE AGENCIES

OCTOBER THROUGH DECEMBER 2004

OFFICE OF THE STATE CONTROLLER - PAYROLL SECTION

1410 Mail Service Center, Raleigh, North Carolina 27699-1410 Courier Number 56-50-10

Main Phone Number (919)981-5540 Fax (919)981-5570

PAYROLL IS CONSIDERED AN ESSENTIAL FUNCTION

Administration, Dept. of -	002	Employment Security Commission -	020	NC School of Arts -	062
Administrative Hearings, Office of -	038	Environment, Health & Nat. Res. -	014	NC School of Science & Math -	063
Administrative Office of the Courts -	037	Fayetteville State University -	086	Public Instruction, Dept. of -	018
Agriculture, Dept. of -	003	Governor's Office -	024	Revenue, Dept. of -	046
Auditor, Dept. of the State -	008	Health and Human Services-All Departments		Secretary of State -	048
Budget, Office of State -	023	Info. Tech. Serv. (ITS), Office of -	012	State Controller, Office of the -	004
Commerce, Dept. of -	019	Insurance, Dept. of -	029	Treasurer, Dept. of State -	052
Correction, Dept. of -	033	Justice, Dept. of -	007	UNC at Asheville -	060
Community Colleges, Dept of -	017	Juvenile Justice, Dept. of -	027	UNC at Pembroke -	089
Comprehensive Major Medical Plan -	026	Labor, Dept. of -	032	Western Carolina University -	092
Crime Control & Public Safety -	001	NC A&T State University -	088	Wildlife Resources Commission -	056
Cultural Resources, Dept. of -	005	NC Central University -	087	Winston-Salem State University -	094
Elizabeth City State University -	085	NC Housing and Finance Agency-	022		

END-OF-MONTH CANCELLATIONS AND REWRITES (C & R's)

	OCTOBER	NOVEMBER	DECEMBER
End-of-Month C & R's	1	1	1
PC Refunds must be received by 10:00 A.M. to be processed.			
C & R Registers on X/PTR	4	2	2
Distribute Checks of C & R's	7	5	7

DIRECT DEPOSITS FOR PRENOTE FILE

Direct Deposit Authorization	SEP 7 - OCT 4	OCT 5 - NOV 3	NOV 4 - DEC 3
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MID-MONTH & SEMI-MONTHLY PAYROLLS FOR THE FIRST HALF OF THE MONTH

	OCTOBER	NOVEMBER	DECEMBER
*Documents to be submitted with this payroll should reach State Personnel for approval by 9:30 A.M.	SEP 24	OCT 22	NOV 22
Information to Salary Control	OCT 4	NOV 1	DEC 2
Mid-Month Payrolls Keying Period	SEP 29 - OCT 8	OCT 28 - NOV 5	NOV 29 - DEC 8
Control Reports on X/PTR	6 / 7 / 8	3 / 4 / 5	6 / 7 / 8
Payroll Registers & Transmittals on X/PTR	11	8	9
Distribute Checks for Mid-Month Payrolls	15	15	15

MID-MONTH CANCELLATIONS AND REWRITES (C & R's)

	OCTOBER	NOVEMBER	DECEMBER
Mid-Month Cancellations & Rewrites	18	16	16
PC Refunds must be received by 10:00 A.M. to be processed.			
C & R Registers on X/PTR	19	17	17
Distribute Checks for C & R's	22	22	22

SEMI-MONTHLY PAYROLLS FOR THE SECOND HALF OF THE MONTH

	OCTOBER	NOVEMBER	DECEMBER
Last day to Key Semi-Monthly	20	17	17
Registers & Transmittals on X/PTR	21	18	20
Distribute Checks for Semi-Monthly	29	30	30

MONTHLY AND PREMIUM PAYROLLS

	OCTOBER	NOVEMBER	DECEMBER
*Documents to be submitted with this payroll should reach State Personnel for approval by 9:30 A.M.	OCT 6	NOV 2	NOV 23
Information to Salary Control	OCT 14	NOV 10	DEC 3
Monthly Payrolls Keying Period	SEP 29 - OCT 20	OCT 28 - NOV 17	NOV 29 - DEC 9
Control Reports on X/PTR	18 / 19 / 20	15 / 16 / 17	7 / 8 / 9
Payroll Registers & Transmittals Other than Cycle 'A' on X/PTR	21	18	10
TELEPHONE STOP ORDERS BY 1:00 PM	25	22	14
Cycle 'A' Transmittals on X/PTR	28	29	JAN 4
Distribute Checks & Deposits for Monthly Payrolls	29	30	DEC 20

* This does not apply to Forms PD-105 which accompany forms PD-118. Refer to pages 2-6 in the OSP Manual which states that Forms PD-118 should be submitted 30 days prior to the proposed effective date to allow adequate time for study and processing.

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OCTOBER THROUGH DECEMBER 2004
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Administrative Rules Review Commission -	035	Cosmetic Art, Board of -	016
Auctioneer License Board -	045	Opticians, Board of -	068
Barber Examiners, Board of -	010	NC Psychology Board -	066

END-OF-MONTH CANCELLATIONS AND REWRITES (C & R's)

	OCTOBER	NOVEMBER	DECEMBER
End-of-Month C & R's	1	1	1
PC Refunds must be received by 10:00 A.M. to be processed.			
C & R Registers on X/PTR	4	2	2
Distribute Checks for C & R's	7	5	7

DIRECT DEPOSITS FOR PRENOTE FILE

	OCTOBER	NOVEMBER	DECEMBER
Direct Deposit Authorization to Central Payroll by 9:30 AM	OCT 4	NOV 3	DEC 3

MID-MONTH & SEMI-MONTHLY PAYROLLS FOR THE FIRST HALF OF THE MONTH

	OCTOBER	NOVEMBER	DECEMBER
*Documents to be submitted with this payroll should reach State Personnel for approval by 9:30 A.M.	SEP 20	OCT 19	NOV 16
Information to salary control	SEP 27	OCT 26	NOV 23
Control Reports on X/PTR	6 / 7 / 8	3 / 4 / 5	6 / 7 / 8
Supplemental and Temporary information in Payroll Section by 9:30 A.M.	4	2	2
Payroll Registers & Transmittals on X/PTR	11	8	9
Distribute Checks	15	15	15

MID-MONTH CANCELLATIONS AND REWRITES (C & R's)

	OCTOBER	NOVEMBER	DECEMBER
Mid-Month Cancellations & Rewrites	18	16	16
PC Refunds must be received by 10:00 A.M. to be processed.			
C & R Registers on X/PTR	19	17	17
Distribute Checks for C & R's	22	22	22

MONTHLY, PREMIUM & SEMI-MONTHLY PAYROLLS FOR THE SECOND HALF OF THE MONTH

	OCTOBER	NOVEMBER	DECEMBER
*Documents to be submitted with this payroll should reach State Personnel for approval by 9:30 A.M.	SEP 27	OCT 22	NOV 15
Information to Salary Control	OCT 4	OCT 29	NOV 22
Control Reports on X/PTR	18 / 19 / 20	15 / 16 / 17	7 / 8 / 9
Permanent Monthly and Premium information in Payroll Section by 9:30 A.M.	11	5	1
Payroll Registers & Transmittals Other than Cycle 'A' on X/PTR	21	18	10
Telephone Stop Orders must be received by the Payroll Section before 12:00 Noon	25	22	14
Cycle 'A' Transmittals on X/PTR	28	29	JAN 4
Distribute Checks & Deposits	29	30	DEC 20

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