

**PAYROLL TIME SCHEDULE FOR ON-LINE AGENCIES
APRIL THROUGH JUNE 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 Comm. -	020	NC Central University -	087
Admin. Hearings, Office of -	038	Environment, Health & Nat. Res. -	014	NC School of Arts -	062
Agriculture, Dept. of the State -	003	Fayetteville State University -	086	NC School of Science & Math -	063
Auditor, Dept. of the State -	008	Governor's Office -	024	Revenue, Dept. of -	046
Budget, Office of State -	023	Health and Human Services-All Departments		Secretary of State -	048
Commerce, Dept. of -	019	Info. Tech. Serv. (ITS), Office of -	012	State Controller, Office of -	004
Correction, Dept. of -	033	Insurance, Dept. of -	029	Treasurer, Dept. of State -	052
Community Colleges -	017	Judicial, Dept. of -	037	UNC at Asheville -	060
Crime Control & Public Safety -	001	Justice, Dept. of -	007	UNC at Pembroke -	089
Cultural Res., Dept. of -	005	Juvenile Justice, Dept. of -	027	Western Carolina University -	092
Education, Dept. of Public -	018	Labor, Dept. of -	032	Wildlife Res. Comm. -	056
Elizabeth City State University -	085	NC A&T State University	088	Winston-Salem State University -	094

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

End-of-Month C & R's	APR 1	MAY 3	JUN 1
PC Refunds must be received by 10:00 A.M. to be processed.			
Cancellations & Rewrites ready	APR 7	MAY 7	JUN 7

DIRECT DEPOSITS FOR PRENOTE FILE

Direct Deposit Authorization	MAR 11 - APR 5	APR 12 - MAY 3	MAY 11 - JUN 3
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MID-MONTH PAYROLLS

*Documents to be submitted with this payroll should reach State Personnel for approval by 9:30 A.M.	APRIL	MAY	JUNE
Information to Salary Control	MAR 24	APR 23	MAY 24
Mid-Month Payrolls	APR 1	MAY 3	JUN 2
Mid-Month Reports:	MAR 30 - APR 7	APR 29 - MAY 7	MAY 27 - JUN 8
Print - Control Reports	5 / 6 / 7	5 / 6 / 7	4 / 7 / 8
Receive - Payroll Registers	14	13	14
Distribute - Checks	15	14	15

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

Mid-Month Cancellations & Rewrites	16	17	16
PC Refunds must be received by 10:00 A.M. to be processed.			
Cancellations & Rewrites ready	22	21	22

MONTHLY AND PREMIUM PAYROLLS

*Documents to be submitted with this payroll should reach State Personnel for approval by 9:30 A.M.	APRIL	MAY	JUNE
Information to Salary Control	APR 6	MAY 5	JUN 7
Monthly Payrolls	APR 15	MAY 13	JUN 15
TELEPHONE STOP ORDERS BY 1:00 PM	APR 2 - APR 21	MAY 4 - MAY 19	JUN 2 - JUN 21
Monthly Reports:	APR 26	MAY 24	JUN 24
Print - Control Reports	19 / 20 / 21	17 / 18 / 19	17 / 18 / 21
Receive - Payroll Registers	29	27	29
Distribute - Checks	30	28	30
Monthly Payroll Transmittal on X/PTR	29	27	29

* 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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APRIL THROUGH JUNE 2004
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Administrative Rules Review Commission - 035	Cosmetic Art, Board of - 016
Auctioneer License Board - 045	NC Housing and Finance Agency - 022
Barber Examiners, Board of - 010	Opticians, Board of - 068
Comprehensive Major Medical Plan - 026	NC Psychology Board - 066

DIRECT DEPOSITS FOR PRENOTE FILE

Direct Deposit Authorization to Central Payroll by 9:30 AM	APR 5	MAY 3	JUN 3
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MID-MONTH PAYROLLS

	APRIL	MAY	JUNE
*Documents to be submitted with this payroll should reach State Personnel for approval by 9:30 A.M.	MAR 19	APR 20	MAY 18
Information to salary control	MAR 26	APR 27	MAY 25
	APRIL	MAY	JUNE
Supplemental and Temporary information in Payroll Section by 9:30 A.M.	2	4	2
Payroll register picked up	14	13	14
Pick up checks and distribute	15	14	15

MONTHLY AND PREMIUM PAYROLLS

	APRIL	MAY	JUNE
*Documents to be submitted with this payroll should reach State Personnel for approval by 9:30 A.M.	MAR 26	APR 26	MAY 26
Information to Salary Control	APR 2	MAY 3	JUN 3
	APRIL	MAY	JUNE
Permanent Monthly and Premium information in Payroll Section by 9:30 A.M.	12	10	10
Payroll register picked up	29	27	27
Pick up checks and distribute	30	28	30
	APRIL	MAY	JUNE
Payroll transmittal on X/PTR	29	27	29

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 APRIL THROUGH JUNE 2004
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SEMI-MONTHLY PAYROLLS

FIRST HALF OF MONTH

	APRIL	MAY	JUNE
*Documents to be submitted with this payroll should reach State Personnel for approval by 9:30 A.M.	MAR 19	APR 20	MAY 18
Information to Salary Control	MAR 26	APR 27	MAY 25
	APRIL	MAY	JUNE
First Semi-Monthly Payroll information in Payroll Section by 9:30 A.M.	2	4	2
Payroll register picked up	14	13	14
Pick up checks and distribute	15	14	15

SECOND HALF OF MONTH

	APRIL	MAY	JUNE
*Documents to be submitted with this payroll should reach State Personnel for approval by 9:30 A.M.	APR 1	MAY 3	JUN 2
Information to salary control	APR 8	MAY 10	JUN 9
	APRIL	MAY	JUNE
Second Semi-Monthly Payroll information in Payroll Section by 9:30 A.M.	16	17	16
Payroll register picked up	29	27	29
Pick up checks and distribute	30	28	30

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**PAYROLL TIME SCHEDULE FOR MONTHLY PAYROLLS
JULY THROUGH SEPTEMBER 2004
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CANCELLATION AND REWRITES

	APRIL		MAY		JUNE	
Cancellation and Rewrite information in Payroll Section by 12:00 Noon	1	16	3	17	1	16
Payroll Ready by 8:30 A.M.	7	22	7	21	7	22

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DIRECT DEPOSIT TIME SCHEDULE

	APRIL	MAY	JUNE
Deposit Authorization in Payroll Section by 9:30 A.M. (On-line system open until 9:00pm)	5	3	3
Telephone Stop Orders must be received by the Payroll Section before 12:00 Noon	26	24	24
Net Pay Deposited	30	28	30