

**PAYROLL TIME SCHEDULE FOR ON-LINE AGENCIES**

**JANUARY THROUGH MARCH 2005**

**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 -	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)**

End-of-Month C & R's	JAN 3 at 12:00 NOON*	FEB 1	MAR 1
<b>*THE 2004 ON-LINE PAYROLL SYSTEM WILL BE CLOSED JANUARY 3rd AT 12:00 NOON. CHECKS WILL BE DATED 12/30/2004.</b>			
<b>PC Refunds must be received by 10:00 A.M. to be processed.</b>			
C & R Registers on X/PTR	4	2	2
Distribute Checks for C & R's	upon receipt	7	7

**DIRECT DEPOSITS FOR PRENOTE FILE**

Direct Deposit Authorization	DEC 6 - JAN 3	JAN 4 - FEB 3	FEB 4 - MAR 3
------------------------------	---------------	---------------	---------------

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

	JANUARY	FEBRUARY	MARCH
*Documents to be submitted with these payrolls should reach State Personnel for approval by 9:30 A.M.	DEC 16	JAN 25	FEB 22
Information to Salary Control	DEC 27	FEB 2	MAR 2
Mid-Month Payrolls Keying Period	JAN 4 - JAN 7	JAN 28 - FEB 8	FEB 25 - MAR 8
Control Reports on X/PTR	5 / 6 / 7	4 / 7 / 8	4 / 7 / 8
Payroll Registers & Transmittals on X/PTR	10	9	9
Distribute Checks for Mid-Month Payrolls	14	15	15

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

	JANUARY	FEBRUARY	MARCH
Mid-Month Cancellations & Rewrites	18	16	16
<b>PC Refunds must be received by 10:00 A.M. to be processed.</b>			
C & R Registers on X/PTR	19	17	17
Distribute Checks for C & R's	24	22	22

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

	JANUARY	FEBRUARY	MARCH
*Documents to be submitted with these payrolls should reach State Personnel for approval by 9:30 A.M.	5	3	7
Information to Salary Control	13	11	15
Monthly Payrolls Keying Period	JAN 4 - JAN 20	JAN 28 - FEB 17	FEB 25 - MAR 21
Control Reports on X/PTR	18 / 19 / 20	15 / 16 / 17	17 / 18 / 21
Payroll Registers & Transmittals Other than Cycle 'A' on X/PTR	21	18	22
TELEPHONE STOP ORDERS BY 1:00 PM	25	22	24
Cycle 'A' Transmittals on X/PTR	28	25	30
Distribute Checks & Deposits for Monthly Payrolls	31	28	31

\* 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.

**PAYROLL TIME SCHEDULE FOR OFF-LINE AGENCIES  
JANUARY THROUGH MARCH 2005  
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**

Auctioneer License Board -	045	Opticians, Board of -	068
Barber Examiners, Board of -	010	NC Psychology Board -	066
Cosmetic Art, Board of -	016		

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

	JANUARY	FEBRUARY	MARCH
End-of-Month C & R's	3	1	1
<b>THE 2004 PAYROLL SYSTEM WILL BE CLOSED JANUARY 3rd AT 12:00 NOON. CHECKS WILL BE DATED 12/30/2004.</b>			
<b>PC Refunds must be received by 10:00 A.M. to be processed.</b>			
C & R Registers on X/PTR	4	2	2
Distribute Checks for C & R's	upon receipt	7	7

**DIRECT DEPOSITS FOR PRENOTE FILE**

Direct Deposit Authorization to Central Payroll by 9:30 AM	JAN 3	FEB 3	MAR 3
--	-------	-------	-------

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

	JANUARY	FEBRUARY	MARCH
*Documents to be submitted with the Monthly payrolls should reach State Personnel for approval by 9:30 A.M.	DEC 17	JAN 19	FEB 16
Information to salary control	DEC 27	JAN 26	FEB 23
<b>Supplemental, Temporary and Semi-Monthly information in Payroll Section by 9:30 A.M.</b>			
	4	2	2
Payroll Registers & Transmittals on X/PTR	10	9	9
Distribute Checks	14	15	15

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

	JANUARY	FEBRUARY	MARCH
Mid-Month Cancellations & Rewrites	18	16	16
<b>PC Refunds must be received by 10:00 A.M. to be processed.</b>			
C & R Registers on X/PTR	19	17	17
Distribute Checks for C & R's	24	22	22

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

	JANUARY	FEBRUARY	MARCH
*Documents to be submitted with the Monthly payrolls should reach State Personnel for approval by 9:30 A.M.	DEC 22	JAN 25	FEB 24
Information to Salary Control	3	1	3
Monthly and Premium information in Payroll Section by 9:30 A.M.	10	8	10
*Documents to be submitted with the Semi-Monthly payrolls should reach State Personnel for approval by 9:30 A.M.	3	2	2
Information to Salary Control	10	9	9
Semi-Monthly information in Payroll Section by 9:30 A.M.	18	16	16
Control Reports on X/PTR	18 / 19 / 20	15 / 16 / 17	17 / 18 / 21
Payroll Registers & Transmittals Other than Cycle 'A' on X/PTR	21	18	22
Telephone Stop Orders must be received by the Payroll Section before 12:00 Noon	25	22	24
Cycle 'A' Transmittals on X/PTR	28	25	30
Distribute Checks & Deposits	31	28	31

\*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.