

**PAYROLL TIME SCHEDULE FOR ON-LINE AGENCIES  
JULY THROUGH SEPTEMBER 2006**

**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 Housing and Finance Agency -	022
Administrative Hearings, Office of -	038	Environment, Health & Nat. Res. -	014	NC School of Arts -	062
Administrative Office of the Courts -	037	Fayetteville State University -	086	NC School of Science & Math -	063
Agriculture, Dept. of -	003	Governor's Office -	024	Public Instruction, Dept. of -	018
Auditor, Dept. of the State -	008	Health and Human Services-All Departments		Revenue, Dept. of -	046
Budget, Office of State -	023	Info. Tech. Serv. (ITS), Office of -	012	Secretary of State -	048
Commerce, Dept. of -	019	Insurance, Dept. of -	029	State Controller, Office of -	004
Correction, Dept. of -	033	Justice, Dept. of -	007	Treasurer, Dept. of State -	052
Community Colleges, Dept. of -	017	Juvenile Justice, Dept. of -	027	UNC at Asheville -	060
Comprehensive Major Medical Plan -	026	Labor, Dept. of -	032	UNC at Pembroke -	089
Crime Control & Public Safety -	001	NC A&T State University -	088	Western Carolina University -	092
Cultural Resources, Dept. of -	005	NC Central University -	087	Wildlife Resources Commission -	056
Elizabeth City State University -	085	NC Education Lottery	006	Winston-Salem State University -	094

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

	JULY	AUGUST	SEPTEMBER
End of Previous Month's Cancellations & Rewrites	3	1	1
<b>PC Refunds must be received by 10:00 AM to be processed.</b>			
C & R Registers on X/PTR	5	2	5
Distribute Checks for C & R's	10	7	8

**DIRECT DEPOSITS FOR PRENOTE FILE**

Direct Deposit Authorization	JUN 6 - JUL 3	JUL 5 - AUG 3	AUG 4 - SEP 5
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**MID-MONTH & SEMI-MONTHLY PAYROLLS FOR THE FIRST HALF OF THE MONTH**

	JULY	AUGUST	SEPTEMBER
*Documents to be submitted with these payrolls should reach State Personnel for approval by 9:30 AM	JUN 22	JUL 25	AUG 24
Information to Agency Payroll Office	JUN 30	2	1
Mid-Month Payrolls Keying Period	JUN 29 - JUL 7	JUL 28 - AUG 8	AUG 30 - SEP 8
Control Reports on X/PTR	5 / 6 / 7	4 / 7 / 8	6 / 7 / 8
Payroll Registers & Transmittals on X/PTR	10	9	11
Distribute Checks for Mid-Month Payrolls	14	15	15

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

	JULY	AUGUST	SEPTEMBER
Mid-Month Cancellations & Rewrites	17	16	18
<b>PC Refunds must be received by 10:00 AM to be processed.</b>			
C & R Registers on X/PTR	18	17	19
Distribute Checks for C & R's	21	22	22

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

	JULY	AUGUST	SEPTEMBER
*Documents to be submitted with these payrolls should reach State Personnel for approval by 9:30 AM	6	8	6
Information to Agency Payroll Office	14	16	14
Monthly Payrolls Keying Period	JUN 29 - JUL 20	JUL 28 - AUG 22	AUG 30 - SEP 20
Control Reports on X/PTR	18 / 19 / 20	18 / 21 / 22	18 / 19 / 20
Payroll Registers & Transmittals Other than Cycle 'A' on X/PTR	21	23	21
Stop Orders entered by 1:00 PM	25	25	25
Cycle 'A' Transmittals on X/PTR	28	30	28
Distribute Checks & Deposits for Monthly Payrolls	31	31	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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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 PREVIOUS MONTH'S CANCELLATIONS AND REWRITES (C & R's)**

	JULY	AUGUST	SEPTEMBER
End of Previous Month's Cancellations & Rewrites	3	1	1
<b>PC Refunds must be received by 10:00 AM to be processed.</b>			
C & R Registers on X/PTR	5	2	5
Distribute Checks for C & R's	10	7	8

**DIRECT DEPOSITS FOR PRENOTE FILE**

	JULY	AUGUST	SEPTEMBER
Direct Deposit Authorization to Central Payroll by 9:30 AM	3	3	5

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

	JULY	AUGUST	SEPTEMBER
*Documents to be submitted with these payrolls should reach State Personnel for approval by 9:30 AM	JUN 20	JUL 19	AUG 21
Information to Agency Payroll Office	JUN 27	JUL 26	AUG 28
Supplemental, Temporary and Semi-Monthly information in Central Payroll Section by 9:30 AM	5	2	5
Control Reports on X/PTR	5 / 6 / 7	4 / 7 / 8	6 / 7 / 8
Payroll Registers & Transmittals on X/PTR	10	9	11
Distribute Checks	14	15	15

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

	JULY	AUGUST	SEPTEMBER
Mid-Month Cancellations & Rewrites	17	16	18
<b>PC Refunds must be received by 10:00 AM to be processed.</b>			
C & R Registers on X/PTR	18	17	19
Distribute Checks for C & R's	21	22	22

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

	JULY	AUGUST	SEPTEMBER
*Documents to be submitted with the Monthly payrolls should reach State Personnel for approval by 9:30 AM	JUN 26	JUL 28	AUG 25
Information to Agency Payroll Office	3	4	1
Monthly and Premium information in Central Payroll Section by 9:30 AM	11	11	11
*Documents to be submitted with the Semi-Monthly payrolls should reach State Personnel for approval by 9:30 AM	JUN 30	2	1
Information to Agency Payroll Office	10	9	11
Semi-Monthly information in Central Payroll Section by 9:30 AM	17	16	18
Control Reports on X/PTR	18 / 19 / 20	18 / 21 / 22	18 / 19 / 20
Payroll Registers & Transmittals Other than Cycle 'A' on X/PTR	21	23	21
Stop Orders must be received by the Central Payroll Section before 12:00 Noon	25	25	25
Cycle 'A' Transmittals on X/PTR	28	30	28
Distribute Checks & Deposits	31	31	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.