

**PAYROLL TIME SCHEDULE FOR ON-LINE AGENCIES
APRIL THROUGH JUNE 2007
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 the -	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)

	APRIL	MAY	JUNE
End of Previous Month's Cancellations & Rewrites	2	1	1
PC Refunds must be received by 10:00 AM to be processed.			
C & R Registers on X/PTR	3	2	4
Distribute Checks for C & R's	9	7	7

DIRECT DEPOSITS FOR PRENOTE FILE

Direct Deposit Authorization	MAR 28 - APR 10	APR 30 - MAY 10	MAY 31 - JUN 11
Direct Deposit Authorization	APR 11 - APR 27	MAY 11 - MAY 30	JUN 12 - JUN 26

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

	APRIL	MAY	JUNE
*Documents to be submitted with these payrolls should reach State Personnel for approval by 9:30 AM	MAR 22	APR 24	JUN 24
Information to Agency Payroll Office	MAR 30	2	4
Mid-Month Payrolls Keying Period	MAR 29 - APR 5	APR 27 - MAY 8	MAY 30 - JUN 8
Control Reports on X/PTR	3 / 4 / 5	4 / 7 / 8	6 / 7 / 8
Payroll Registers & Transmittals on X/PTR	9	9	11
Mid-Month Stop Orders entered by 1:00 PM	10	10	12
Distribute Checks for Mid-Month Payrolls	13	15	15

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

	APRIL	MAY	JUNE
Mid-Month Cancellations & Rewrites	16	16	18
PC Refunds must be received by 10:00 AM to be processed.			
C & R Registers on X/PTR	17	17	19
Distribute Checks for C & R's	20	22	22

SEMI-MONTHLY PAYROLLS FOR THE SECOND HALF OF THE MONTH

	APRIL	MAY	JUNE
Semi-Monthly Payrolls Keying Period	APR 10 - APR 19	MAY 10 - MAY 21	JUN 12 - JUN 20
Control Reports on X/PTR for Semi-Monthly	17 / 18 / 19	17 / 18 / 21	18 / 19 / 20
Registers & Transmittals on X/PTR	20	22	21
Semi-Monthly Stop Orders entered by 1:00 PM	24	24	25
Distribute Checks for Semi-Monthly	30	31	29

MONTHLY PAYROLLS

	APRIL	MAY	JUNE
*Documents to be submitted with these payrolls should reach State Personnel for approval by 9:30 AM	4	7	6
Information to Agency Payroll Office	13	15	14
Monthly Payrolls Keying Period	MAR 29 - APR 19	APR 27 - MAY 21	MAY 30 - JUN 20
Control Reports on X/PTR	17 / 18 / 19	17 / 18 / 21	18 / 19 / 20
Payroll Registers & Transmittals Other than Cycle 'A' on X/PTR	20	22	21
Monthly Stop Orders entered by 1:00 PM	24	24	25
Cycle 'A' Transmittals on X/PTR	27	30	28
Distribute Checks & Deposits for Monthly Payrolls	30	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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Auctioneer License Board -	045	Opticians, Board of -	068
Barber Examiners, Board of -	010	NC Psychology Board -	066
Cosmetic Art, Board of -	016		

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

	APRIL	MAY	JUNE
End of Previous Month's Cancellations & Rewrites	2	1	1
PC Refunds must be received by 10:00 AM to be processed.			
C & R Registers on X/PTR	3	2	4
Distribute Checks for C & R's	9	7	7

DIRECT DEPOSITS FOR PRENOTE FILE

	APRIL	MAY	JUNE
Direct Deposit Authorization to Central Payroll by 9:30 AM	10	10	11
Direct Deposit Authorization to Central Payroll by 9:30 AM	27	30	26

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

	APRIL	MAY	JUNE
*Documents to be submitted with these payrolls should reach State Personnel for approval by 9:30 AM	MAR 20	APR 18	MAY 18
Information to Agency Payroll Office	MAR 27	APR 25	MAY 25
Supplemental, Temporary and Semi-Monthly information in Central Payroll Section by 9:30 AM	3	2	4
Control Reports on X/PTR	3 / 4 / 5	4 / 7 / 8	6 / 7 / 8
Payroll Registers & Transmittals on X/PTR	9	9	11
Mid-Month Stop Orders must be received by the Central Payroll Section before 12:00 Noon	10	10	12
Distribute Checks	13	15	15

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

	APRIL	MAY	JUNE
Mid-Month Cancellations & Rewrites	16	16	18
PC Refunds must be received by 10:00 AM to be processed.			
C & R Registers on X/PTR	17	17	19
Distribute Checks for C & R's	20	22	22

SEMI-MONTHLY PAYROLLS FOR THE SECOND HALF OF THE MONTH

	APRIL	MAY	JUNE
*Documents to be submitted with the Semi-Monthly payrolls should reach State Personnel for approval by 9:30 AM	MAR 30	2	4
Information to Agency Payroll Office	9	9	11
Semi-Monthly information in Central Payroll Section by 9:30 AM	16	16	18
Control Reports on X/PTR for Semi-Monthly	17 / 18 / 19	17 / 18 / 21	18 / 19 / 20
Registers & Transmittals on X/PTR for Semi-Monthly	20	22	21
Semi-Monthly Stop Orders must be received by the Central Payroll Section before 12:00 Noon	24	24	25
Distribute Checks for Semi-Monthly	30	31	29

MONTHLY PAYROLLS

	APRIL	MAY	JUNE
*Documents to be submitted with the Monthly payrolls should reach State Personnel for approval by 9:30 AM	MAR 26	APR 26	MAY 25
Information to Agency Payroll Office	2	3	4
Monthly and Premium information in Central Payroll Section by 9:30 AM	10	10	11
Control Reports on X/PTR	17 / 18 / 19	17 / 18 / 21	18 / 19 / 20
Payroll Registers & Transmittals Other than Cycle 'A' on X/PTR	20	22	21
Monthly Stop Orders must be received by the Central Payroll Section before 12:00 Noon	24	24	25
Cycle 'A' Transmittals on X/PTR	27	30	28
Distribute Checks & Deposits	30	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.