

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

**JANUARY THROUGH MARCH 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)**

	JANUARY	FEBRUARY	MARCH
End of Previous Month's Cancellations & Rewrites	2 (Close at 12:00 Noon)	1	1
<b>PC Refunds must be received by 10:00 AM to be processed.</b>			
C & R Registers on X/PTR	3	2	2
Distribute Checks for C & R's	upon receipt	7	7

**DIRECT DEPOSITS FOR PRENOTE FILE**

Direct Deposit Authorization	DEC 28 - JAN 10	JAN 31 - FEB 8	FEB 28 - MAR 9
Direct Deposit Authorization	JAN 11 - JAN 30	FEB 9 - FEB 27	MAR 12 - MAR 27

**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 AM	DEC 19	JAN 25	FEB 22
Information to Agency Payroll Office	DEC 29	2	2
Mid-Month Payrolls Keying Period	JAN 3 - JAN 5	JAN 30 - FEB 8	FEB 27 - MAR 8
Control Reports on X/PTR	3 / 4 / 5	6 / 7 / 8	6 / 7 / 8
Payroll Registers & Transmittals on X/PTR	8	9	9
Mid-Month Stop Orders entered by 1:00 PM	9	12	12
Distribute Checks for Mid-Month Payrolls	12	15	15

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

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

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

	JANUARY	FEBRUARY	MARCH
Semi-Monthly Payrolls Keying Period	JAN 9 - JAN 22	FEB 12 - FEB 19	MAR 12 - MAR 21
Control Reports on X/PTR for Semi-Monthly	18 / 19 / 22	15 / 16 / 19	19 / 20 / 21
Registers & Transmittals on X/PTR	23	20	22
Semi-Monthly Stop Orders entered by 1:00 PM	25	22	26
Distribute Checks for Semi-Monthly	31	28	30

**MONTHLY PAYROLLS**

	JANUARY	FEBRUARY	MARCH
*Documents to be submitted with these payrolls should reach State Personnel for approval by 9:30 AM	5	5	7
Information to Agency Payroll Office	16	13	15
Monthly Payrolls Keying Period	JAN 3 - JAN 22	JAN 30 - FEB 19	FEB 27 - MAR 21
Control Reports on X/PTR	18 / 19 / 22	15 / 16 / 19	19 / 20 / 21
Payroll Registers & Transmittals Other than Cycle 'A' on X/PTR	23	20	22
Monthly Stop Orders entered by 1:00 PM	25	22	26
Cycle 'A' Transmittals on X/PTR	30	27	29
Distribute Checks & Deposits for Monthly Payrolls	31	28	30

\* 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		
<b>END OF PREVIOUS MONTH'S CANCELLATIONS AND REWRITES (C &amp; R's)</b>			
	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>
End of Previous Month's Cancellations & Rewrites	2	1	1
<i>PC Refunds must be received by 10:00 AM to be processed.</i>			
C & R Registers on X/PTR	3	2	2
Distribute Checks for C & R's	upon receipt	7	7
<b>DIRECT DEPOSITS FOR PRENOTE FILE</b>			
	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>
Direct Deposit Authorization to Central Payroll by 9:30 AM	10	8	9
Direct Deposit Authorization to Central Payroll by 9:30 AM	30	27	27
<b>MID-MONTH &amp; SEMI-MONTHLY PAYROLLS FOR THE FIRST HALF OF THE MONTH</b>			
	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>
*Documents to be submitted with these payrolls should reach State Personnel for approval by 9:30 AM	DEC 18	JAN 19	FEB 16
Information to Agency Payroll Office	DEC 27	JAN 26	FEB 23
Supplemental, Temporary and Semi-Monthly information in Central Payroll Section by 9:30 AM	3	2	2
Control Reports on X/PTR	3 / 4 / 5	6 / 7 / 8	6 / 7 / 8
Payroll Registers & Transmittals on X/PTR	8	9	9
Mid-Month Stop Orders must be received by the Central Payroll Section before 12:00 Noon	9	12	12
Distribute Checks	12	15	15
<b>MID-MONTH CANCELLATIONS AND REWRITES (C &amp; R's)</b>			
	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>
Mid-Month Cancellations & Rewrites	16	16	16
<i>PC Refunds must be received by 10:00 AM to be processed.</i>			
C & R Registers on X/PTR	17	19	19
Distribute Checks for C & R's	22	22	22
<b>SEMI-MONTHLY PAYROLLS FOR THE SECOND HALF OF THE MONTH</b>			
	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>
*Documents to be submitted with the Semi-Monthly payrolls should reach State Personnel for approval by 9:30 AM	DEC 29	2	2
Information to Agency Payroll Office	8	9	9
Semi-Monthly information in Central Payroll Section by 9:30 AM	16	16	16
Control Reports on X/PTR for Semi-Monthly	18 / 19 / 22	15 / 16 / 19	19 / 20 / 21
Registers & Transmittals on X/PTR for Semi-Monthly	23	20	22
Semi-Monthly Stop Orders must be received by the Central Payroll Section before 12:00 Noon	25	22	26
Distribute Checks for Semi-Monthly	31	28	30
<b>MONTHLY PAYROLLS</b>			
	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>
*Documents to be submitted with the Monthly payrolls should reach State Personnel for approval by 9:30 AM	DEC 22	JAN 25	FEB 26
Information to Agency Payroll Office	3	1	5
Monthly and Premium information in Central Payroll Section by 9:30 AM	10	8	12
Control Reports on X/PTR	18 / 19 / 22	15 / 16 / 19	19 / 20 / 21
Payroll Registers & Transmittals Other than Cycle 'A' on X/PTR	23	20	22
Monthly Stop Orders must be received by the Central Payroll Section before 12:00 Noon	25	22	26
Cycle 'A' Transmittals on X/PTR	30	27	29
Distribute Checks & Deposits	31	28	30
*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.			