

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

	JULY	AUGUST	SEPTEMBER
End of Previous Month's Cancellations & Rewrites	2	1	4
<b>PC Refunds must be received by 10:00 AM to be processed.</b>			
C & R Registers on X/PTR	3	2	5
Distribute Checks for C & R's	9	7	10

**DIRECT DEPOSITS FOR PRENOTE FILE**

Direct Deposit Authorization	JUN 27 - JUL 11	JUL 31 - AUG 13	AUG 29 - SEP 10
Direct Deposit Authorization	JUL 12 - JUL 30	AUG 14 - AUG 28	SEP 11 - SEP 27

**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 21	JUL 25	AUG 23
Information to Agency Payroll Office	JUN 29	2	AUG 31
Mid-Month Payrolls Keying Period	JUN 28 - JUL 6	JUL 30 - AUG 8	AUG 30 - SEP 7
Control Reports on X/PTR	3 / 5 / 6	6 / 7 / 8	5 / 6 / 7
Payroll Registers & Transmittals on X/PTR	9	9	10
Mid-Month Stop Orders entered by 1:00 PM	10	10	11
Distribute Checks for Mid-Month Payrolls	13	15	14

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

	JULY	AUGUST	SEPTEMBER
Mid-Month Cancellations & Rewrites	16	16	17
<b>PC Refunds must be received by 10:00 AM to be processed.</b>			
C & R Registers on X/PTR	17	17	18
Distribute Checks for C & R's	20	22	21

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

	JULY	AUGUST	SEPTEMBER
Semi-Monthly Payrolls Keying Period	JUL 10 - JUL 20	AUG 10 - AUG 22	SEP 11 - SEP 19
Control Reports on X/PTR for Semi-Monthly	18 / 19 / 20	20 / 21 / 22	17 / 18 / 19
Registers & Transmittals on X/PTR	23	23	20
Semi-Monthly Stop Orders entered by 1:00 PM	25	27	24
Distribute Checks for Semi-Monthly	31	31	28

**MONTHLY PAYROLLS**

	JULY	AUGUST	SEPTEMBER
*Documents to be submitted with these payrolls should reach State Personnel for approval by 9:30 AM	6	8	5
Information to Agency Payroll Office	16	16	13
Monthly Payrolls Keying Period	JUN 28 - JUL 20	JUL 30 - AUG 22	AUG 30 - SEP 19
Control Reports on X/PTR	18 / 19 / 20	20 / 21 / 22	17 / 18 / 19
Payroll Registers & Transmittals Other than Cycle 'A' on X/PTR	23	23	20
Monthly Stop Orders entered by 1:00 PM	25	27	24
Cycle 'A' Transmittals on X/PTR	30	30	27
Distribute Checks & Deposits for Monthly Payrolls	31	31	28

\* 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)**

	JULY	AUGUST	SEPTEMBER
End of Previous Month's Cancellations & Rewrites	2	1	4
<b>PC Refunds must be received by 10:00 AM to be processed.</b>			
C & R Registers on X/PTR	3	2	5
Distribute Checks for C & R's	9	7	10

**DIRECT DEPOSITS FOR PRENOTE FILE**

	JULY	AUGUST	SEPTEMBER
Direct Deposit Authorization to Central Payroll by 9:30 AM	11	13	10
Direct Deposit Authorization to Central Payroll by 9:30 AM	30	28	27

**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 19	JUL 19	AUG 21
Information to Agency Payroll Office	JUN 26	JUL 26	AUG 28
Supplemental, Temporary and Semi-Monthly information in Central Payroll Section by 9:30 AM	3	2	5
Control Reports on X/PTR	3 / 5 / 6	6 / 7 / 8	5 / 6 / 7
Payroll Registers & Transmittals on X/PTR	9	9	10
Mid-Month Stop Orders must be received by the Central Payroll Section before 12:00 Noon	10	10	11
Distribute Checks	13	15	14

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

	JULY	AUGUST	SEPTEMBER
Mid-Month Cancellations & Rewrites	16	16	17
<b>PC Refunds must be received by 10:00 AM to be processed.</b>			
C & R Registers on X/PTR	17	17	18
Distribute Checks for C & R's	20	22	21

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

	JULY	AUGUST	SEPTEMBER
*Documents to be submitted with the Semi-Monthly payrolls should reach State Personnel for approval by 9:30 AM	JUN 29	2	AUG 31
Information to Agency Payroll Office	9	9	10
Semi-Monthly information in Central Payroll Section by 9:30 AM	16	16	17
Control Reports on X/PTR for Semi-Monthly	18 / 19 / 20	20 / 21 / 22	17 / 18 / 19
Registers & Transmittals on X/PTR for Semi-Monthly	23	23	20
Semi-Monthly Stop Orders must be received by the Central Payroll Section before 12:00 Noon	25	27	24
Distribute Checks for Semi-Monthly	31	31	28

**MONTHLY PAYROLLS**

	JULY	AUGUST	SEPTEMBER
*Documents to be submitted with the Monthly payrolls should reach State Personnel for approval by 9:30 AM	JUN 26	JUL 30	AUG 24
Information to Agency Payroll Office	3	6	AUG 31
Monthly and Premium information in Central Payroll Section by 9:30 AM	11	13	10
Control Reports on X/PTR	18 / 19 / 20	20 / 21 / 22	17 / 18 / 19
Payroll Registers & Transmittals Other than Cycle 'A' on X/PTR	23	23	20
Monthly Stop Orders must be received by the Central Payroll Section before 12:00 Noon	25	27	24
Cycle 'A' Transmittals on X/PTR	30	30	27
Distribute Checks & Deposits	31	31	28

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