

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

**JULY THROUGH SEPTEMBER 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)**

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

**DIRECT DEPOSITS FOR PRENOTE FILE**

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

	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>
*Documents to be submitted with these payrolls should reach State Personnel for approval by 9:30 A.M.	JUN 23	JUL 25	AUG 24
Information to Salary Control	JUL 1	AUG 2	SEP 1
Mid-Month Payrolls Keying Period	JUN 29 - JUL 8	JUL 28 - AUG 8	AUG 30 - SEP 8
Control Reports on X/PTR	6 / 7 / 8	4 / 5 / 8	6 / 7 / 8
Payroll Registers & Transmittals on X/PTR	11	9	9
Distribute Checks for Mid-Month Payrolls	15	15	15

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

	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>
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	19
Distribute Checks for C & R's	22	22	22

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

	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>
*Documents to be submitted with these payrolls should reach State Personnel for approval by 9:30 A.M.	JUL 6	AUG 8	SEP 7
Information to Salary Control	JUL 14	AUG 16	SEP 15
Monthly Payrolls Keying Period	JUN 29 - JUL 20	JUL 28 - AUG 22	AUG 30 - SEP 21
Control Reports on X/PTR	18 / 19 / 20	18 / 19 / 22	19 / 20 / 21
Payroll Registers & Transmittals Other than Cycle 'A' on X/PTR	21	23	22
TELEPHONE STOP ORDERS BY 1:00 PM	25	25	26
Cycle 'A' Transmittals on X/PTR	28	30	29
Distribute Checks & Deposits for Monthly Payrolls	29	31	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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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-MONTH CANCELLATIONS AND REWRITES (C & R's)**

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

**DIRECT DEPOSITS FOR PRENOTE FILE**

	JULY	AUGUST	SEPTEMBER
Direct Deposit Authorization to Central Payroll by 9:30 AM	JUL 5	AUG 3	SEP 6

**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 A.M.	JUN 20	JULY 19	AUG 19
Information to salary control	JUN 27	JUL 26	AUG 26
	JULY	AUGUST	SEPTEMBER
Supplemental, Temporary and Semi-Monthly information in Payroll Section by 9:30 A.M.	5	2	2
Payroll Registers & Transmittals on X/PTR	11	9	9
Distribute Checks	15	15	15

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

	JULY	AUGUST	SEPTEMBER
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	19
Distribute Checks for C & R's	22	22	22

**MONTHLY, PREMIUM & 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 A.M.	JUN 24	JUL 28	AUG 26
Information to Salary Control	JUL 1	AUG 4	SEP 2
Monthly and Premium information in Payroll Section by 9:30 A.M.	SEP 11	AUG 11	SEP 12
*Documents to be submitted with the Semi-Monthly payrolls should reach State Personnel for approval by 9:30 A.M.	JUL 1	AUG 2	SEP 1
Information to Salary Control	JUL 11	AUG 9	SEP 9
Semi-Monthly information in Payroll Section by 9:30 A.M.	18	16	16
Control Reports on X/PTR	18 / 19 / 20	18 / 19 / 22	19 / 20 / 21
Payroll Registers & Transmittals Other than Cycle 'A' on X/PTR	21	23	22
Telephone Stop Orders must be received by the Payroll Section before 12:00 Noon	25	25	26
Cycle 'A' Transmittals on X/PTR	28	30	29
Distribute Checks & Deposits	29	31	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.