

**PAYROLL TIME SCHEDULE FOR ON-LINE AGENCIES
OCTOBER THROUGH DECEMBER 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)

	OCTOBER	NOVEMBER	DECEMBER
End of Previous Month's Cancellations & Rewrites	1	1	3
PC Refunds must be received by 10:00 AM to be processed.			
C & R Registers on X/PTR	2	2	4
Distribute Checks for C & R's	5	7	7

DIRECT DEPOSITS FOR PRENOTE FILE

Direct Deposit Authorization	SEP 28 - OCT 11	OCT 30 - NOV 7	NOV 29 - DEC 7
Direct Deposit Authorization	OCT 12 - OCT 29	NOV 8 - NOV 28	DEC 10 - DEC 27

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

	OCTOBER	NOVEMBER	DECEMBER
*Documents to be submitted with these payrolls should reach State Personnel for approval by 9:30 AM	SEP 24	OCT 24	NOV 21
Information to Agency Payroll Office	2	1	3
Mid-Month Payrolls Keying Period	SEP 27 - OCT 8	OCT 30 - NOV 7	NOV 29 - DEC 7
Control Reports on X/PTR	4 / 5 / 8	5 / 6 / 7	5 / 6 / 7
Payroll Registers & Transmittals on X/PTR	9	8	10
Mid-Month Stop Orders entered by 1:00 PM	10	9	11
Distribute Checks for Mid-Month Payrolls	15	15	14

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

	OCTOBER	NOVEMBER	DECEMBER
Mid-Month Cancellations & Rewrites	16	16	17
PC Refunds must be received by 10:00 AM to be processed.			
C & R Registers on X/PTR	17	19	18
Distribute Checks for C & R's	22	26	21

SEMI-MONTHLY PAYROLLS FOR THE SECOND HALF OF THE MONTH

	OCTOBER	NOVEMBER	DECEMBER
Semi-Monthly Payrolls Keying Period	OCT 10 - OCT 22	NOV 9 - NOV 19	DEC 11 - DEC 18
Control Reports on X/PTR for Semi-Monthly	18 / 19 / 22	15 / 16 / 19	17 / 18
Registers & Transmittals on X/PTR	23	20	19
Semi-Monthly Stop Orders entered by 1:00 PM	25	26	20
Distribute Checks for Semi-Monthly	31	30	31

MONTHLY PAYROLLS

	OCTOBER	NOVEMBER	DECEMBER
*Documents to be submitted with these payrolls should reach State Personnel for approval by 9:30 AM	8	2	NOV 27
Information to Agency Payroll Office	16	13	5
Monthly Payrolls Keying Period	SEP 27 - OCT 22	OCT 30 - NOV 19	NOV 29 - DEC 11
Control Reports on X/PTR	18 / 19 / 22	15 / 16 / 19	7 / 10 / 11
Payroll Registers & Transmittals Other than Cycle 'A' on X/PTR	23	20	12
Monthly Stop Orders entered by 1:00 PM	25	26	14
Cycle 'A' Transmittals on X/PTR	30	29	JAN 3
Distribute Checks & Deposits for Monthly Payrolls	31	30	20

* 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)			
	OCTOBER	NOVEMBER	DECEMBER
End of Previous Month's Cancellations & Rewrites	1	1	3
<i>PC Refunds must be received by 10:00 AM to be processed.</i>			
C & R Registers on X/PTR	2	2	4
Distribute Checks for C & R's	5	7	7
DIRECT DEPOSITS FOR PRENOTE FILE			
	OCTOBER	NOVEMBER	DECEMBER
Direct Deposit Authorization to Central Payroll by 9:30 AM	11	7	7
Direct Deposit Authorization to Central Payroll by 9:30 AM	29	28	27
MID-MONTH & SEMI-MONTHLY PAYROLLS FOR THE FIRST HALF OF THE MONTH			
	OCTOBER	NOVEMBER	DECEMBER
*Documents to be submitted with these payrolls should reach State Personnel for approval by 9:30 AM	SEP 18	OCT 19	NOV 16
Information to Agency Payroll Office	SEP 25	OCT 26	NOV 27
Supplemental, Temporary and Semi-Monthly information in Central Payroll Section by 9:30 AM	2	2	4
Control Reports on X/PTR	4 / 5 / 8	5 / 6 / 7	5 / 6 / 7
Payroll Registers & Transmittals on X/PTR	9	8	10
Mid-Month Stop Orders must be received by the Central Payroll Section before 12:00 Noon	10	9	11
Distribute Checks	15	15	14
MID-MONTH CANCELLATIONS AND REWRITES (C & R's)			
	OCTOBER	NOVEMBER	DECEMBER
Mid-Month Cancellations & Rewrites	16	16	17
<i>PC Refunds must be received by 10:00 AM to be processed.</i>			
C & R Registers on X/PTR	17	19	18
Distribute Checks for C & R's	22	26	21
SEMI-MONTHLY PAYROLLS FOR THE SECOND HALF OF THE MONTH			
	OCTOBER	NOVEMBER	DECEMBER
*Documents to be submitted with the Semi-Monthly payrolls should reach State Personnel for approval by 9:30 AM	2	1	3
Information to Agency Payroll Office	9	8	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 / 22	15 / 16 / 19	17 / 18
Registers & Transmittals on X/PTR for Semi-Monthly	23	20	19
Semi-Monthly Stop Orders must be received by the Central Payroll Section before 12:00 Noon	25	26	20
Distribute Checks for Semi-Monthly	31	30	31
MONTHLY PAYROLLS			
	OCTOBER	NOVEMBER	DECEMBER
*Documents to be submitted with the Monthly payrolls should reach State Personnel for approval by 9:30 AM	SEP 27	OCT 24	NOV 20
Information to Agency Payroll Office	4	OCT 31	NOV 29
Monthly and Premium information in Central Payroll Section by 9:30 AM	11	7	6
Control Reports on X/PTR	18 / 19 / 22	15 / 16 / 19	7 / 10 / 11
Payroll Registers & Transmittals Other than Cycle 'A' on X/PTR	23	20	12
Monthly Stop Orders must be received by the Central Payroll Section before 12:00 Noon	25	26	14
Cycle 'A' Transmittals on X/PTR	30	29	JAN 3
Distribute Checks & Deposits	31	30	20
*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.			