

HR NAVIGATOR

PAYROLL PROCESSING SCHEDULE 2018-2019 FISCAL YEAR

WEEKLY PAYROLL: OFFICE SUPPORT, TECHNICAL, CRAFTS AND TRADES

Payroll information is due to HRM by Wednesday at 4:30 one week prior to the pay date. This information includes:

- Hire completed
- Change in pay rate
- Change in position number
- Termination date

For example, if the pay day is Friday, July 14, 2017, all paperwork is due to HRM/Payroll by 4:30 on Wednesday, July 5, 2017.

WEEKLY PAYROLL: TEMP NON-STUDENTS

Payroll information is due to HRM five days before the employee starts work. This information includes:

- Hire completed
- Change in pay rate
- Change in position number
- Termination date

Please remember, the timesheets in the time tracking system must be approved and submitted by noon on Monday.

The following page contains information about the semi-monthly payroll and grant funded positions.

SEMI-MONTHLY SCHEDULE

Please note: PDC and grant-funded renewal forms follow the semi-monthly schedule.

COMMENTS	PAY DATE	DEADLINE
	7/13/2018	6/29/2018
	7/31/2018	7/23/2018
	8/15/2018	8/07/2018
	8/31/2018	8/23/2018
	9/14/2018	8/31/2018
	9/28/2018	9/20/2018
	10/15/2018	10/04/2018
	10/31/2018	10/23/2018
Liquid office not available 11/7/2018 – 11/11/2018	11/15/2018	11/06/2018
	11/30/2018	11/20/2018
	12/14/2018	12/06/2018
Winter Holiday Schedule	12/21/2018	12/12/2018
	1/15/2019	12/20/2018
	1/31/2019	1/23/2019
	2/15/2019	2/07/2019
	2/28/2019	2/20/2019
	3/15/2019	3/07/2019
	3/29/2019	3/21/2019
	4/12/2019	4/04/2019
	4/30/2019	4/19/2019
	5/15/2019	5/07/2019
	5/31/2019	5/23/2019
	6/14/2019	6/06/2019
	6/28/2019	6/20/2019

Northeastern University

Human Resources Management