

2018 Business Center HR/PR Calendar

Month	Salaried Employees Submit Timesheets to Supervisor by 5pm	Supervisor Submits Salaried Timesheets to HR Business Center by 5pm	EmpCenter Salaried Timesheets locked @ 8:00 AM *	HR/PR NBAJOBS closeout for current month payroll		Hourly Employees submit Timesheets to Supervisor by noon	Supervisor Submit Hourly timesheets to HR Business Center by noon	EmpCenter Hourly Timesheets locked @ 8:00 PM *	Payroll Business Center enters Timesheets into PYAHOUR	PYAHOUR closes 6:00pm	Run the Day after Time Entry Audit - send to central HR by 6pm	Last date Central can edit PYAHOUR	Benefit Department Open Window	HR/PR back into NBAJOBS	Last Date to stop Direct Deposit by 4pm	Payday
				HR B/C closeout 5pm	PR B/C closeout 5pm											
Jan	4	6	10	11	16	16	17	17	17	18	19	23	24	25	26	31
Feb	4	6	9	14	16	16	17	18	17	20noon	21noon	21	22	23	23	28
Mar	4	6	9	14	16	16	17	19	19	20	21	22	23	26	27	30
Apr	4	6	11	12	16	16	17	17	17	18	19	20	23	24	25	30
May	4	6	10	14	16	16	17	17	17	18	21	22	23	24	25	31
Jun	4	6	11	13	15	16	17	18	18	19	20	21	22	25	26	29
Jul	4	6	11	12	16	16	17	17	17	18	19	23	24	25	26	31
Aug	4	6	10	14	16	16	17	17	17	20	21	23	24	27	28	31
Sep	4	6	11	12	14	16	17	17	17	18	19	20	21	24	25	28
Oct	4	6	11	12	16	16	17	17	17	18	19	23	24	25	26	31
Nov	4	6	9	14	16	16	17	18	17	20noon	21	21	26	27	27	30
Dec	4	6	11	12	14	16	17	17	17	18	19	20	21	26	26	31

The above closeout period applies **only** to the Banner form NBAJOBS for the **current** payroll. Continue to originate actions and input into all Banner forms except NBAJOBS. It is very important that the business center HR staff stop inputting into NBAJOBS by the deadline; this gives the business center payroll staff and the OHR Benefits unit time to complete their work before time entry opens.

*Note: Once timesheets are locked in EmpCenter they typically become available to be amended by the end of that business day for salaried or the next business day for hourly.