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.