## 2017 Business Center HR/PR Calendar

<table>
<thead>
<tr>
<th>Month</th>
<th>Salaried Employees to Submit Timesheets by 5pm</th>
<th>Supervisor Submits to HR Business Center by 5pm</th>
<th>EmpCenter Salaried Timesheets locked @ 8:00 AM*</th>
<th>HR B/C Closeout 5pm</th>
<th>PR B/C Closeout 5pm</th>
<th>HR/PR NBAJOBS Closeout for current month payroll</th>
<th>Hourly Employees Submit Timesheets to Supervisor by noon</th>
<th>Supervisor Submit Hourly Timesheets to HR Business Center by noon</th>
<th>EmpCenter Hourly Timesheets locked @ 8:00 PM*</th>
<th>Payroll Business Center Enters Timesheets into PYAHOUR</th>
<th>PYAHOUR Closes 6:00pm</th>
<th>Run the Day After Time Entry Audit - Send to Central HR by 6pm</th>
<th>Last Date Central Can Edit PYAHOUR</th>
<th>Payday</th>
<th>HR/PR Back into NBAJOBS</th>
<th>Last Date to Stop Direct Deposit by 4pm</th>
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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.