



2019 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 PHAHOOR	PHAHOOR closes 6:00 pm	Run the Day after Time Entry Audit - send to central HR by 6pm	Last date Central can edit PHAHOOR	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	14	16	16	17	17	17	18	22	23	24	25	28	31
Feb	4	6	11	13	15	16	17	18	18	19	20	20	21	22	25	28
Mar	4	6	11	13	15	16	17	18	18	19	20	21	22	25	26	29
Apr	4	6	11	12	16	16	17	17	17	18	19	22	23	24	25	30
May	4	6	10	14	16	16	17	17	17	20	21	22	23	24	28	31
Jun	4	6	11	12	14	16	17	17	17	18	19	20	21	24	25	28
Jul	4	6	11	12	16	16	17	17	17	18	19	23	24	25	26	31
Aug	4	6	12	14	16	16	17	19	19	20	21	22	23	26	27	30
Sep	4	6	11	12	16	16	17	17	17	18	19	20	23	24	25	30
Oct	4	6	10	14	16	16	17	17	17	18	21	23	24	25	28	31
Nov	4	6	12	13	15	16	17	18	18	19	20	20	21	22	22	27
Dec	4	6	11	12	16	16	17	17	17	18	19	20	23	24	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.

2020 Business Center HR/PR Calendar

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