

2020 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 PHA HOUR	PHA HOUR closes 6:00pm	Run the Day after Time Entry Audit - send to central HR by 6pm	Last date Central can edit PHA HOUR	Benefit Department Open Window	HR/PR back into NBAJOBS	Last Date to stop Direct Deposit by 4pm	Payday
				HR NBAJOBS closeout 5pm	PR B/C NBAJOBS closeout 5pm											
Jan	4	6	13	14	16	16	17	17	17	21	22	23	24	27	28	31
Feb	4	6	11	12	14	16	17	17	17	18	19	20	21	24	25	28
Mar	4	6	11	12	16	16	17	17	17	18	19	23	24	25	26	31
Apr	4	6	13	14	16	16	17	17	17	20	21	22	23	24	24	30
May	4	6	11	13	15	16	17	18	18	19	20	21	22	26	26	29
Jun	4	6	11	12	16	16	17	17	17	18	19	22	23	24	25	30
Jul	4	6	10	14	16	16	17	17	17	20	21	23	24	27	28	31
Aug	4	6	10	12	14	16	17	17	17	18	19	21	24	25	26	31
Sep	4	6	10	14	16	16	17	17	17	18	21	22	23	24	25	30
Oct	4	6	12	14	16	16	17	19	19	20	21	22	23	26	27	30
Nov	4	6	12	12	16	16	17	17	17	18	19	20	23	24	24	30
Dec	4	6	11	14	16	16	17	17	17	18	21	22	23	24	28	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 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.



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				HR B/C closeout 5pm	PR B/C closeout 5pm											
Jan	4	6	12	13	15	16	17	19	19	20	21	21	22	25	26	29
Feb	4	6	10	11	15	16	17	17	17	18 noon	19	19	22 noon	23	23	26
Mar	4	6	11	11	15	16	17	17	17	18	19	23	24	25	26	31
Apr	4	6	13	14	16	16	17	19	19	20	21	22	23	26	27	30
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Jul	4	6	13	14	16	16	17	19	19	20	21	22	23	26	27	30
Aug	4	6	11	12	14	16	17	17	17	18	19	21	24	25	26	31
Sep	4	6	13	14	16	16	17	17	17	20	21	22	23	24	27	30
Oct	4	6	12	13	15	16	17	18	18	19	20	21	22	25	26	29
Nov	4	6	12	12	16	16	17	17	17	18	19	19	22 noon	23	27	30
Dec	4	6	13	14	16	16	17	17	17	20	21	22	23	27	28	30

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