



Office of Human Resources | [hr.oregonstate.edu](http://hr.oregonstate.edu)

### 2022 HR/PR Calendar

Month	Salaried Employees Submit Timesheets to Supervisor by 5pm	Supervisor Submits Salaried Timesheets to HR 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 by noon	EmpCenter Hourly Timesheets locked @ 8:00 PM *	Payroll B/C enters Timesheets into PHAHOOR	PHAHOOR closes 6:00pm	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 closeout 5pm	PR B/C closeout 5pm											
Jan	4	6	12	12	14	16	17	18	18	19	20	21	24	25	26	31
Feb	4	6	10	14	16	16	17	17	17	18 noon	18 afternoon	21	22	23	23	28
Mar	4	6	10	14	16	16	17	17	17	18	21	23	24	25	28	31
Apr	4	6	12	13	15	16	17	18	18	19	20	21	22	25	26	29
May	4	6	12	12	16	16	17	17	17	18	19	20	23	24	25	31
Jun	4	6	10	14	16	16	17	17	20	21 noon	21 afternoon	22	23 afternoon	24	27	30
Jul	4	6	12	13	15	16	17	18	18	19	20	21	22	25	26	29
Aug	4	6	11	12	16	16	17	17	17	18	19	23	24	25	26	31
Sep	4	6	12	14	16	16	17	19	19	20	21	22	23	26	26	30
Oct	4	6	12	12	14	16	17	17	17	18	19	21	24	25	26	31
Nov	4	6	10	14	16	16	17	17	17	18 noon	21	22 am	22 afternoon	23	23	30
Dec	4	6	12	14	16	16	17	19	19	20 noon	21	21	22 afternoon	23	27	30

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.

Updated 12/10/2021 - HRIS and Central Payroll



2021 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 6:00pm	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	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
May	4	6	11	12	14	16	17	17	17	18	19	20	21	24	26	28
Jun	4	6	11	14	16	16	17	17	17	21 noon	21 afternoon	22	23	24	25	30
Jul	4	6	13	14	16	16	17	19	19	20	21	22	23	26	27	30
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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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Updated 4/28/2021 - Center for HR Systems and Technology and Central Payroll. Changes were made to June in red.