

Payroll Processing Deadlines

In order for the Payroll Office to process the information it receives timely and accurately, ALL employee Personal Authorization (PA) forms and timesheets must be received in the Payroll Office according to the following deadlines:

Biweekly paid employees include full and part-time exempt and non-exempt staff, student workers, temporary workers, and union employees. PA forms for biweekly paid employees are due in payroll by Friday, the week before a Friday pay date. All timesheets must be entered and approved into the Banner Payroll system by 4PM on the Monday prior to the Friday payroll.

If these deadlines fall on a Holiday, the due date will generally be the previous business day.

Please be aware that the PA forms for full and part-time staff, temporary workers, and union employees should initially be sent to Human Resources while the PA forms for student workers should be sent to the Student Employment Office. Therefore, please allow enough time for the processing of the PA's by Human Resources and Student Employment so that it meets the payroll deadline indicated above.

The Monthly payroll is comprised of the faculty. PA forms are due in payroll by the 15th of the month in order to be included in the end of the month pay check. If the deadline day falls on a weekend or holiday, the deadline day becomes the next working business day. Again, all faculty PA forms are to be sent to Human Resources so please allow enough time for this form to be processed by HR in order to meet the payroll processing deadline.

If you have any questions, please contact the payroll department.