

Grad Payroll Worksheet - July 2018 – June 2019

PAY CYCLES BY SEMESTER

July 1, 2018 thru December 31, 2018 = 13.1 pay cycles
 July 1, 2018 thru June 30, 2019 = 26.1 pay cycles
 August 16, 2018 thru December 31, 2018= 9.9 pay cycles
 August 16, 2018 thru May 15, 2019 = 19.5 pay cycles
 August 16, 2018 thru August 15, 2019 = 26.1 pay cycles
 January 1, 2018 thru May 15, 2018 = 9.6 pay cycles
 January 1, 2018 thru June 30, 2018 = 13.0 pay cycles
 January 1, 2018 thru December 31, 2018 =26.0 pay cycles

AUTO-TERM CALENDAR

If an appointment has an Auto-Termination date in Job Data then a separation row will automatically be entered three weeks prior to the separation date. No action required by the department. A Job is run every Wednesday night to capture planned exit dates through the next 23 days.

BIWEEKLY PAYROLL CALENDAR

<https://controller.ofa.ncsu.edu/payroll/for-payroll-coordinators/>

EMAIL LISTS

HR Connections: <https://hr.ncsu.edu/hr-listserv/>

Grad HR Representative: <https://grad.ncsu.edu/faculty-and-staff/student-funding/updates-and-listserve/>

WEBSITES

Student Funding Webpage: <https://grad.ncsu.edu/faculty-and-staff/student-funding/>

Auto-Term Run Date	Planned Job End Date Falls on or Before
June 13, 2018	July 6, 2018
June 20, 2018	July 13, 2018
June 27, 2018	July 20, 2018
July 4, 2018	July 27, 2018
July 11, 2018	August 3, 2018
July 18, 2018	August 10, 2018
July 25, 2018	August 17, 2018
August 1, 2018	August 24, 2018
August 8, 2018	August 31, 2018
August 15, 2018	September 7, 2018
August 22, 2018	September 14, 2018
August 29, 2018	September 21, 2018
September 5, 2018	September 28, 2018
September 12, 2018	October 5, 2018
September 19, 2018	October 12, 2018
September 26, 2018	October 19, 2018
October 3, 2018	October 26, 2018
October 10, 2018	November 2, 2018
October 17, 2018	November 9, 2018
October 24, 2018	November 16, 2018
October 31, 2018	November 23, 2018
November 7, 2018	November 30, 2018
November 14, 2018	December 7, 2018
November 21, 2018	December 14, 2018
November 28, 2018	December 21, 2018
December 5, 2018	December 28, 2018
December 12, 2018	January 4, 2019
December 19, 2018	January 11, 2019

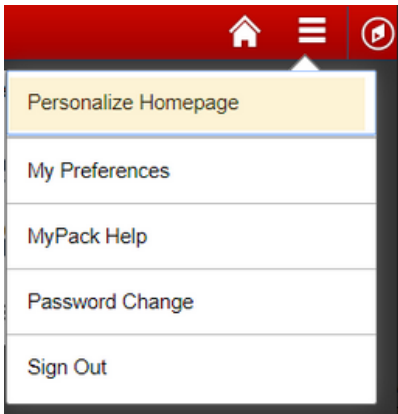
Auto-Term Run Date	Planned Job End Date Falls on or Before
December 26, 2018	January 18, 2019
January 2, 2019	January 25, 2019
January 9, 2019	February 1, 2019
January 16, 2019	February 8, 2019
January 23, 2019	February 15, 2019
January 30, 2019	February 22, 2019
February 6, 2019	March 1, 2019
February 13, 2019	March 8, 2019
February 20, 2019	March 15, 2019
February 27, 2019	March 22, 2019
March 6, 2019	March 29, 2019
March 13, 2019	April 5, 2019
March 20, 2019	April 12, 2019
March 27, 2019	April 19, 2019
April 3, 2019	April 26, 2019
April 10, 2019	May 3, 2019
April 17, 2019	May 10, 2019
April 24, 2019	May 17, 2019
May 1, 2019	May 24, 2019
May 8, 2019	May 31, 2019
May 15, 2019	June 7, 2019
May 22, 2019	June 14, 2019
May 29, 2019	June 21, 2019
June 5, 2019	June 28, 2019
June 12, 2019	July 5, 2019
June 19, 2019	July 12, 2019
June 26, 2019	July 19, 2019
July 3, 2019	July 26, 2019
July 10, 2019	August 2, 2019

Grad Payroll Worksheet - July 2018 – June 2019

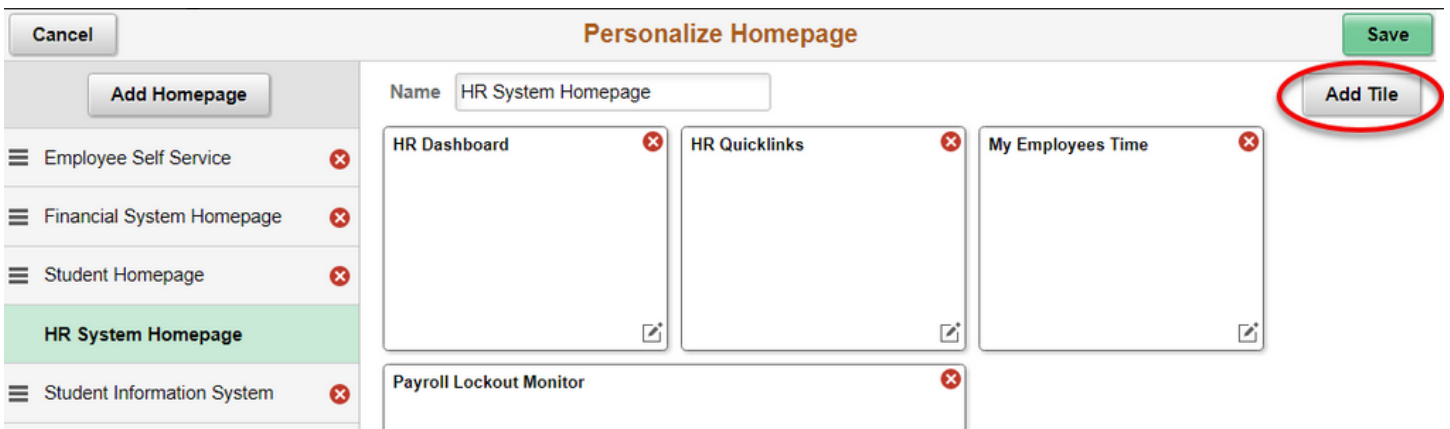
MYPACK PAYROLL MONITOR

The Payroll Office provides a payroll monitor tool in MyPack Portal to let campus know when when lockout is active. This is live information and is the most accurate way of knowing if lockout is still in progress. To add this to your HR Homepage in Portal, follow the directions below:

While you are on your homepage in portal, select the three lined icon at the top right hand corner of your Portal screen. A drop down menu will appear, select Personalize Homepage.



Here you can personalize each Portal homepage. Select HR System Homepage from the left. Then select Add Tile from the top right hand corner.



Payroll Lockout Monitor should be under HR Systems. Once you are done making changes (you can reorder items here as well), select save at the top right and you should now find it on your HR Homepage, or personal homepage, if that is where you put it. Below is an example of what the lockout monitor will look like.

Payroll Lockout Monitor			
	Campus Lockout?	Payroll Status	Distrib Lockout?
Monthly			
20181R10	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Confirmed	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Biweekly			
20182R22	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> In Progress <input type="checkbox"/> Confirmed	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO