Grad Payroll Worksheet - July 2020 – June 2021

PAY CYCLES BY SEMESTER

July 1, 2020 thru December 31, 2020 = 13.2 pay cycles
July 1, 2020 thru June 30, 2021 = 26.2 pay cycles
August 5, 2020 thru December 31, 2020= 10.7 pay cycles
August 5, 2020 thru August 4, 2021 = 26.1 pay cycles
January 1, 2021 thru May 15, 2021 = 9.6 pay cycles
January 1, 2021 thru June 30, 2021 = 12.9 pay cycles
January 1, 2021 thru December 31, 2021 = 26.1 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/student-funding-email/

WEBSITES

Student Funding Webpage: go.ncsu.edu/student-funding

Auto-Term Run Date	Planned Job End Date Falls on or Before
July 29, 2020	August 21, 2020
August 5, 2020	August 28, 2020
August 12, 2020	September 4, 2020
August 19, 2020	September 11, 2020
August 26, 2020	September 18, 2020
September 2, 2020	September 25, 2020
September 9, 2020	October 2, 2020
September 16, 2020	October 9, 2020
September 23, 2020	October 16, 2020
September 30, 2020	October 23, 2020
October 7, 2020	October 30, 2020
October 14, 2020	November 6, 2020
October 21, 2020	November 13, 2020
October 28, 2020	November 20, 2020
November 4, 2020	November 27, 2020
November 11, 2020	December 4, 2020
November 18, 2020	December 11, 2020
November 25, 2020	December 18, 2020
December 2, 2020	December 25, 2020
December 9, 2020	January 1, 2021
December 16, 2020	January 8, 2021
December 23, 2020	January 15, 2021
December 30, 2020	January 22, 2021
January 6, 2021	January 29, 2021
January 13, 2021	February 5, 2021
January 20, 2021	February 12, 2021
January 27, 2021	February 19, 2021
February 3, 2021	February 26, 2021

| Auto-Term Run Date	Planned Job End Date Falls on or Before
February 10, 2021	March 5, 2021
February 17, 2021	March 12, 2021
February 24, 2021	March 19, 2021
March 3, 2021	March 26, 2021
March 10, 2021	April 2, 2021
March 17, 2021	April 9, 2021
March 24, 2021	April 16, 2021
March 31, 2021	April 23, 2021
April 7, 2021	April 30, 2021
April 14, 2021	May 7, 2021
April 21, 2021	May 14, 2021
April 28, 2021	May 21, 2021
May 5, 2021	May 28, 2021
May 12, 2021	June 4, 2021
May 19, 2021	June 11, 2021
May 26, 2021	June 18, 2021
June 2, 2021	June 25, 2021
June 9, 2021	July 2, 2021
June 16, 2021	July 9, 2021
June 23, 2021	July 16, 2021
June 30, 2021	July 23, 2021
July 7, 2021	July 30, 2021
July 14, 2021	August 6, 2021
July 21, 2021	August 13, 2021
July 28, 2021	August 20, 2021
August 4, 2021	August 27, 2021
August 11, 2021	September 3, 2021
August 18, 2021	September 10, 2021
August 25, 2021	September 17, 2021

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MYPACK PAYROLL MONITOR

The Payroll Office provides a payroll monitor tool in *MyPack* Portal to let campus know 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 dotted icon at the top right hand corner of your Portal screen. A drop down menu will appear, select Personalize Homepage.
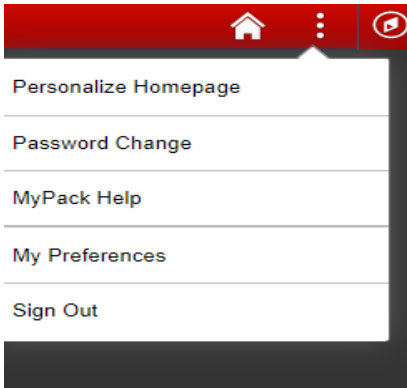
Here you can personalize each Portal homepage. Select HR System Homepage from the left. Then select Add Tile from the top right hand corner.
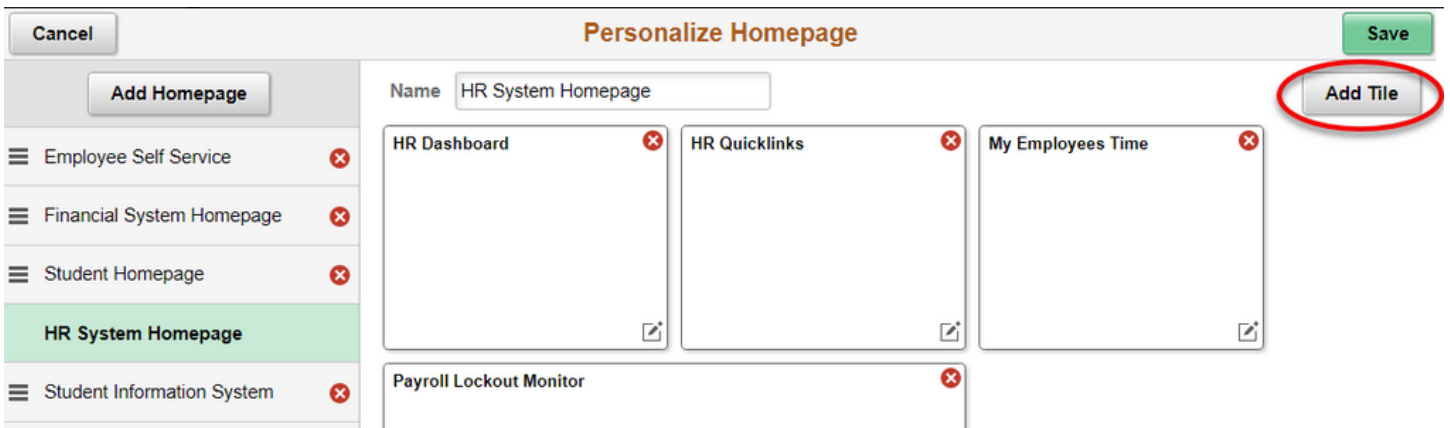
Payroll Lockout Monitor should be under HR Systems. Once you are done making changes (you can reorder items here as well), select save at the top right and you should now find it on your HR Homepage, or personal homepage, if that is where you put it. Below is an example of what the lockout monitor will look like.