

Grad Payroll Worksheet - July 2021 – June 2022

PAY CYCLES BY SEMESTER

July 1, 2021 thru December 31, 2021 = 13.2 pay cycles
 July 1, 2021 thru June 30, 2022 = 26.1 pay cycles
 August 16, 2021 thru December 31, 2021= 10.0 pay cycles
 August 16, 2021 thru May 15, 2022 = 19.5 pay cycles
 January 1, 2022 thru May 15, 2022 = 9.5 pay cycles
 January 1, 2022 thru June 30, 2022 = 12.9 pay cycles
 January 1, 2022 thru December 31, 2022 = 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/student-funding-email/>

WEBSITES

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

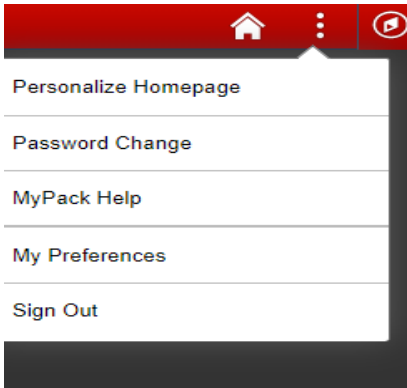
Auto-Term Run Date	Planned Job End Date Falls on or Before
September 1, 2021	September 24, 2021
September 8, 2021	October 1, 2021
September 15, 2021	October 8, 2021
September 22, 2021	October 15, 2021
September 29, 2021	October 22, 2021
October 6, 2021	October 29, 2021
October 13, 2021	November 5, 2021
October 20, 2021	November 12, 2021
October 27, 2021	November 19, 2021
November 3, 2021	November 26, 2021
November 10, 2021	December 3, 2021
November 17, 2021	December 10, 2021
November 24, 2021	December 17, 2021
December 1, 2021	December 24, 2021
December 8, 2021	December 31, 2021
December 15, 2021	January 7, 2022
December 22, 2021	January 14, 2022
December 29, 2021	January 21, 2022
January 5, 2022	January 28, 2022
January 12, 2022	February 4, 2022
January 19, 2022	February 11, 2022
January 26, 2022	February 18, 2022
February 2, 2022	February 25, 2022
February 9, 2022	March 4, 2022
February 16, 2022	March 11, 2022
February 23, 2022	March 18, 2022
March 2, 2022	March 25, 2022
March 9, 2022	April 1, 2022

Auto-Term Run Date	Planned Job End Date Falls on or Before
March 16, 2022	April 8, 2022
March 23, 2022	April 15, 2022
March 30, 2022	April 22, 2022
April 6, 2022	April 29, 2022
April 13, 2022	May 6, 2022
April 20, 2022	May 13, 2022
April 27, 2022	May 20, 2022
May 4, 2022	May 27, 2022
May 11, 2022	June 3, 2022
May 18, 2022	June 10, 2022
May 25, 2022	June 17, 2022
June 1, 2022	June 24, 2022
June 8, 2022	July 1, 2022
June 15, 2022	July 8, 2022
June 22, 2022	July 15, 2022
June 29, 2022	July 22, 2022
July 6, 2022	July 29, 2022
July 13, 2022	August 5, 2022
July 20, 2022	August 12, 2022
July 27, 2022	August 19, 2022
August 3, 2022	August 26, 2022
August 10, 2022	September 2, 2022
August 17, 2022	September 9, 2022
August 24, 2022	September 16, 2022
August 31, 2022	September 23, 2022
September 7, 2022	September 30, 2022
September 14, 2022	October 7, 2022
September 21, 2022	October 14, 2022
September 28, 2022	October 21, 2022

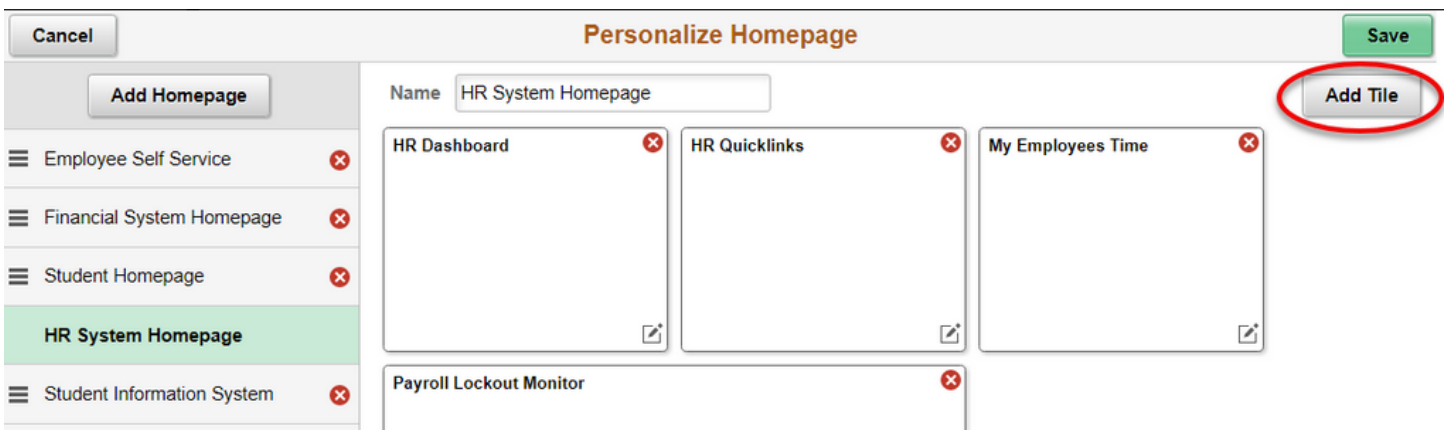
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MYPACK PAYROLL MONITOR

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.

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