

University Payroll



Most Important Question...

How do I get paid?



Why do students not enroll in
direct deposit?

Answer:
“I didn’t know I had to!”


- Direct deposit is mandatory for employment at NCSU.
- New Hires enroll in Direct Deposit through Employee Self Service.
- Rehires need to make sure direct deposit is still active. Re-enroll if no Direct Deposit information is Active.
- Changes to direct deposit account can not be made in Employee Self Service. Contact University Payroll by email to make a change to Direct Deposit information.

Instructions

Please enter your banking information in the table below. You are allowed to enter up to three accounts. You may delete, move up or down or over write the data with new information. The last account listed must be a deposit type of 'Balance'. Your deposits will be distributed in the order listed based on your available net pay. After clicking the 'Next' button, you will be given an opportunity to review your final input before the data is saved.

Review, add or update your direct deposit information.

[View check example](#)

Direct Deposit Detail							
<u>*Account Type</u>	<u>Routing Number</u>	<u>Account Number</u>	<u>Update Account Number</u>	<u>*Deposit Type</u>	<u>Amount (\$)</u>	Move Deposit Order Up	Move Deposit Order Down
Checking ▾	253177049	xxxxxxxx3304	Update Account Number	Balance ▾		↑	↓ 








Add Account

[Pay Statement Print Option](#)

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University Controller's Office



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For Payroll Coordinators

Special Pay Types

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- > [Additional Compensation](#)
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- > [Non-Salary Compensation](#)

Training

- > ["Payroll Services – What you need to know" Workshop](#)

Procedures

- > [Request an Off-Cycle Check](#)
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- > [Final Paycheck Deductions](#)
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Reports/Lists

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>June 2020</h1>						
May 31	1	2 2R25 Supervisor Lockout at 5PM 2X24 Man Ck Cutoff NOON	3 2X24 Confirm	4 1X11 Off-Cycle Cutoff 5PM 2R25 Final Cleanup HR/Grad/Ben 5 PM 2R25 Timekeeper Lockout at 5pm 2X24 Dist. Complete	5 2R26 LOCKOUT 2X24 Payday 1R12 CTOO/LWOP by 6pm	6 1R12 Supervisors/Managers Approve Pending Time by 6PM
7	8 1X11 Confirm 2R25 LOCKOUT/CONFIRM	9 1X12 Dist. Complete	10 2R25 Dist. Complete	11 1R12 EHRA/SHRA Actions & Supplemental Pay to HRIM by 5PM	12 2R25 Payday 1R12 HRIM Lockout 1R12 Timekeeper Approvals & Return LOA by 6PM	13
14	15 1X11 Payday 1R12 HRIM Lockout 1R12 Final Cleanup HR NOON/Ben 5pm 1R12 DIP to Payroll by 2pm	16 2X25 Man Ck Cutoff NOON 2R26 Supervisor Lockout at 5PM 1R12 LOCKOUT	17 2X25 Confirm 1R12 LOCKOUT	18 2R26 Final Cleanup HR/Grad/Ben 5 PM 2R26 Timekeeper Lockout at 5pm 2X25 Dist. Complete 1R12 LOCKOUT 1R12 Auth & Supp Pay Approval Rpt to HRIM by 5PM	19 2X25 Payday 2R26 LOCKOUT 1R12 LOCKOUT/CONFIRM	20
21	22 2R26 LOCKOUT/CONFIRM	23	24 2R26 Dist. Complete 1R12 Dist. Complete	25 1R12 Direct Deposit Strip Off Deadline - NOON	26 2R26 Payday	27
28	29 2X26 Off-Cycle Cutoff NOON	30 1R12 PAYDAY 2R01 Supervisor Lockout at 5PM 2X26 Confirm	July 1 2R01 Final Cleanup HR/Grad/Ben 5 PM 2R01 Timekeeper Lockout at 5pm 2X26 Dist. Complete	July 2 2X26 Payday 2R01 LOCKOUT	July 3 INDEPENDENCE DAY HOLIDAY	July 4

BI-WEEKLY PAYROLL SCHEDULE 2019-2020

Payroll ID	Pay Period Begin Date	Pay Period End Date	# Supervisor Lockout Deadline @ 5PM	## Timekeeper Lockout Deadline @ 5PM	Payroll Lockout - Time Records Taken By Payroll	Payday	Off Cycle Check Cutoff Noon	Off Cycle Check Payday	Holidays
20202R01	Jun 15	Jun 28	Jul 02	*July 3	Jul 05	Jul 12	Jul 16	Jul 19	
20202R02	Jun 29	Jul 12	Jul 16	Jul 18	Jul 19	Jul 26	Jul 30	Aug 02	Independence Day Thurs Jul 4
20202R03	Jul 13	Jul 26	Jul 30	Aug 01	Aug 02	Aug 09	Aug 13	Aug 16	
20202R04	Jul 27	Aug 09	Aug 13	Aug 15	Aug 16	Aug 23	Aug 27	Aug 30	
20202R05	Aug 10	Aug 23	*Aug 27	*Aug 28	*Aug 29	Sep 06	Sep 10	Sep 13	
20202R06	Aug 24	Sep 06	Sep 10	Sep 12	Sep 13	Sep 20	Sep 24	Sep 27	Labor Day Mon Sep 2
20202R07	Sep 07	Sep 20	Sep 24	Sep 26	Sep 27	Oct 04	Oct 08	Oct 11	
20202R08	Sep 21	Oct 04	Oct 08	Oct 10	Oct 11	Oct 18	Oct 22	Oct 25	
20202R09	Oct 05	Oct 18	Oct 22	Oct 24	Oct 25	Nov 01	Nov 05	Nov 08	
20202R10	Oct 19	Nov 01	Nov 05	Nov 07	Nov 08	Nov 15	Nov 19	Nov 22	
20202R11	Nov 02	Nov 15	*Nov 18	*Nov 19	*Nov 20	*Nov 27	Dec 03	Dec 06	
20202R12	Nov 16	Nov 29	Dec 03	Dec 05	Dec 06	Dec 13	Pay on 2R13	Dec 27	Thanksgiving Nov 28 - 29
20202R13	Nov 30	Dec 13	*Dec 16	*Dec 17	*Dec 18	**Dec 27	Dec 30	Jan 10	
20202R14	Dec 14	Dec 27	Dec 31	Jan 02	Jan 03	Jan 10	Jan 14	Jan 17	Winter Break Dec 23- Dec 27
20202R15	Dec 28	Jan 10	Jan 14	*Jan 15	*Jan 16	Jan 24	Jan 28	Jan 31	New Years Day Wed Jan 1
20202R16	Jan 11	Jan 24	Jan 28	Jan 30	Jan 31	Feb 07	Feb 11	Feb 14	ML King Jr. Mon Jan 20
20202R17	Jan 25	Feb 07	Feb 11	Feb 13	Feb 14	Feb 21	Feb 25	Feb 28	
20202R18	Feb 08	Feb 21	Feb 25	Feb 27	Feb 28	Mar 06	Mar 10	Mar 13	
20202R19	Feb 22	Mar 06	Mar 10	Mar 12	Mar 13	Mar 20	Mar 24	Mar 27	
20202R20	Mar 07	Mar 20	Mar 24	Mar 26	Mar 27	Apr 03	Apr 07	Apr 10	
20202R21	Mar 21	Apr 03	Apr 07	Apr 09	Apr 10	Apr 17	Apr 21	Apr 24	
20202R22	Apr 04	Apr 17	Apr 21	Apr 23	Apr 24	May 01	May 05	May 08	
20202R23	Apr 18	May 01	May 05	May 07	May 08	May 15	May 19	May 22	
20202R24	May 02	May 15	May 19	*May 20	*May 21	May 29	Jun 02	Jun 05	
20202R25	May 16	May 29	Jun 02	Jun 04	Jun 05	Jun 12	Jun 16	Jun 19	Memorial Day Mon May 25
20202R26	May 30	Jun 12	Jun 16	Jun 18	Jun 19	Jun 26	Jun 29	Jul 02	

To ensure timely insurance enrollment, appointments must be approved by 1st workday of month in which they are effective.

Departments set an earlier internal deadline by which employees must turn in timesheets

** University is closed Dec 27, however Dir. Dep will post.

*Deviations due to holidays

**Bi Weekly Payroll Schedule
July 2019 – June 2020**

Pay Period Start Date	Pay Period End Date	Pay Date	*Deadline
June 15	June 28	July 12	July 7
June 29	July 12	July 26	July 21
July 13	July 26	August 9	August 4
July 27	August 9	August 23	August 18
August 10	August 23	September 6	August 29
August 24	September 6	September 20	September 15
September 7	September 20	October 4	September 29
September 21	October 4	October 18	October 13
October 5	October 18	November 1	October 27
October 19	November 1	November 15	November 10
November 2	November 15	November 27	November 20
November 16	November 29	December 13	December 8
November 30	December 13	December 27	December 17
December 14	December 27	January 10	January 5
December 28	January 10	January 24	January 16
January 11	January 24	February 7	February 2
January 25	February 7	February 21	February 16
February 8	February 21	March 6	March 1
February 22	March 6	March 20	March 15
March 7	March 20	April 3	March 29
March 21	April 3	April 17	April 12
April 4	April 17	May 1	April 26
April 18	May 1	May 15	May 10
May 2	May 15	May 29	May 21
May 16	May 29	June 12	June 7
May 30	June 12	June 26	June 21

***This is the last day an employee can enter direct deposit account information or change their tax withholding via Employee Self Service and be guaranteed it will be effective for that pay period.**

Contact

Meghan Hart

Payroll Specialist

Phone: 919-513-7606

Email: meghan_hart@ncsu.edu

Asha Logan

Payroll Specialist

Phone: 919-513-3548

Email: arlogan@ncsu.edu

Regina House

Payroll Manager

Phone: 919-515-4355

Email: rbhouse@ncsu.edu

PAYROLL OFFICE

1220 Varsity Drive

Campus Box 7233

Raleigh, NC 27695-7233

919-515-4350

919-515-4320 (Fax)

payroll@ncsu.edu