

Grad Payroll Worksheet - July 2022 – June 2023

PAY CYCLES BY SEMESTER

July 1, 2022 thru December 31, 2022 = 13.1 pay cycles
 July 1, 2022 thru June 30, 2023 = 26.1 pay cycles
 August 16, 2022 thru December 31, 2022= 9.9 pay cycles
 August 16, 2022 thru May 15, 2023 = 19.5 pay cycles
 January 1, 2023 thru May 15, 2023 = 9.6 pay cycles
 January 1, 2023 thru June 30, 2023 = 13.0 pay cycles
 January 1, 2023 thru December 31, 2023 = 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

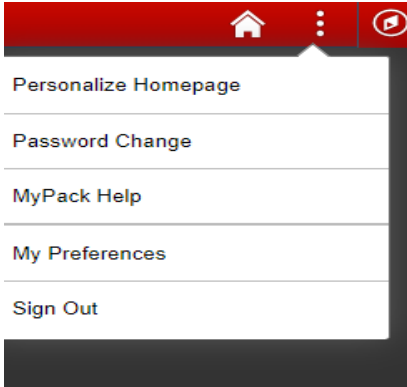
Auto-Term Run Date	Planned Job End Date Falls on or Before
July 27, 2022	August 19, 2022
August 3, 2022	August 26, 2022
August 10, 2022	September 2, 2022
August 17, 2022	September 9, 2022
August 24, 2022	September 16, 2022
August 31, 2022	September 23, 2022
September 7, 2022	September 30, 2022
September 14, 2022	October 7, 2022
September 21, 2022	October 14, 2022
September 28, 2022	October 21, 2022
October 5, 2022	October 28, 2022
October 12, 2022	November 4, 2022
October 19, 2022	November 11, 2022
October 26, 2022	November 18, 2022
November 2, 2022	November 25, 2022
November 9, 2022	December 2, 2022
November 16, 2022	December 9, 2022
November 23, 2022	December 16, 2022
November 30, 2022	December 23, 2022
December 7, 2022	December 30, 2022
December 14, 2022	January 6, 2023
December 21, 2022	January 13, 2023
December 28, 2022	January 20, 2023
January 4, 2023	January 27, 2023
January 11, 2023	February 3, 2023
January 18, 2023	February 10, 2023
January 25, 2023	February 17, 2023
February 1, 2023	February 24, 2023

Auto-Term Run Date	Planned Job End Date Falls on or Before
February 8, 2023	March 3, 2023
February 15, 2023	March 10, 2023
February 22, 2023	March 17, 2023
March 1, 2023	March 24, 2023
March 8, 2023	March 31, 2023
March 15, 2023	April 7, 2023
March 22, 2023	April 14, 2023
March 29, 2023	April 21, 2023
April 5, 2023	April 28, 2023
April 12, 2023	May 5, 2023
April 19, 2023	May 12, 2023
April 26, 2023	May 19, 2023
May 3, 2023	May 26, 2023
May 10, 2023	June 2, 2023
May 17, 2023	June 9, 2023
May 24, 2023	June 16, 2023
May 31, 2023	June 23, 2023
June 7, 2023	June 30, 2023
June 14, 2023	July 7, 2023
June 21, 2023	July 14, 2023
June 28, 2023	July 21, 2023
July 5, 2023	July 28, 2023
July 12, 2023	August 4, 2023
July 19, 2023	August 11, 2023
July 26, 2023	August 18, 2023
August 2, 2023	August 25, 2023
August 9, 2023	September 1, 2023
August 16, 2023	September 8, 2023

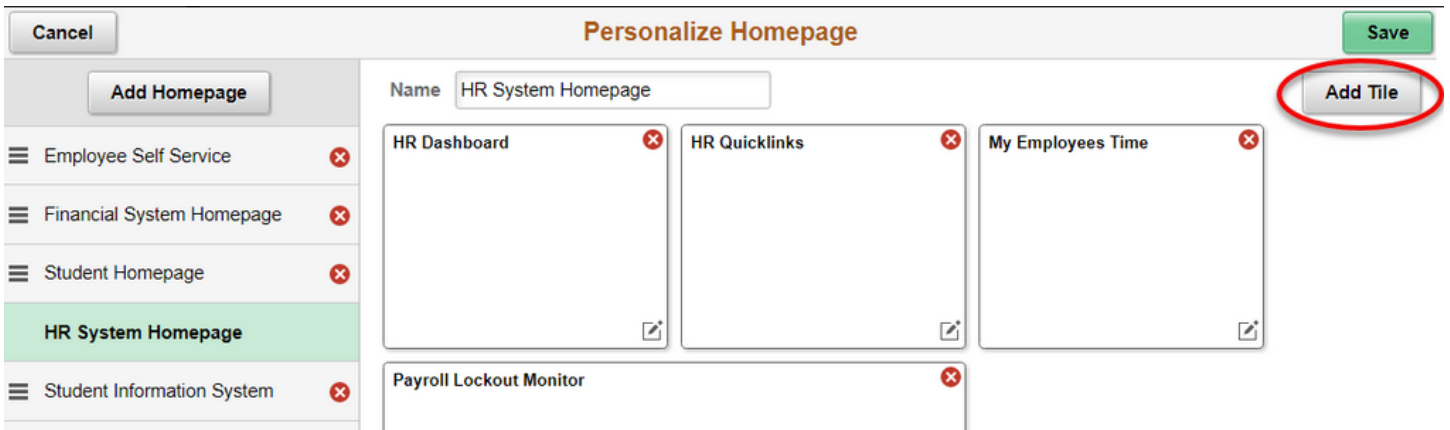
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MYPACK PAYROLL MONITOR

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 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